



# Department of Defense **INSTRUCTION**

January 17, 1995  
**NUMBER** 7730.54

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SUBJECT : Reserve Components Common Personnel Data System  
( RCCPDS ) ASD(RA)

References : (a) DoD Instruction 7730.54, sub j ect as above,  
March 15, 1991 (hereby canceled)  
(b) Title 10, United States Code  
(c) DOD Directive 1205.17, "official National  
Guard and Reserve Component Personnel  
Data, " June 20, 1985  
(d) DoD 5400.11-R, "Department of Defense  
privacy program, " August 31, 1982, authorized  
by DOD Directive 5400.11 "Department of  
Defense Privacy Program, " June 9, 1982  
(e) through (s) , see enclosure 1

## A. REISSUANCE AND PURPOSE

This Instruction reissues reference (a) to implement policy, update responsibilities, and establish procedures affecting the RCCPDS .

## B. APPLICABILITY AND SCOPE

This Instruction applies to:

1. The Office of the Secretary of Defense and the Military Departments including the Coast Guard, by agreement with the Department of Transportation, when it is not operating as a Military Service in the Navy.

2. All officers, warrant officers, enlisted personnel assigned to the Ready Reserve, the Standby **Reserve**, and the Retired Reserve. Reservists on active duty who continue their assignment with a Reserve component are included, included also, are Reservists who are ordered to active duty for operational missions and contingencies short of full mobilization. Reserve Officers' Training Corps (ROTC) cadets and midshipmen, who are not members of the Simultaneous Membership Program (**SMP**) , are excluded. Also excluded are individuals who have elected discharge after completing 20 or more creditable years of service qualifying for non-regular retirement under Chapter 67 of 10 U.S.C. (reference (b)) instead of transfer to the Retired **Reserve**. The Defense Manpower Data Center (**DMDC**) shall maintain a historical file of such individuals to assist in the estimation of future retired pay obligation.

3. Enlisted members of a Regular component who also hold a Reserve commission. They shall not be reported in the RCCPDS.

4. Reserve members who are serving on extended active duty (180 days or more) regular component and are paid from regular military personnel appropriations or assigned to the Selective Service System (SSS) (other than as individual mobilization augmenters to the SSS) . They shall not be reported.

c. POLICY

1. The RCCPDS is the automated information system and associated database established as the official source to provide statistical tabulation on Reserve component strengths and related data for use throughout the Department of Defense (DoD), other Government Agencies, the Congress, and for appropriate public release by the Assistant Secretary of Defense (Public Affairs) (ASD(PA)) (DoD Directive 1205.17, reference (c)).

2. The requirements and procedures prescribed by DoD 5400.11-R (reference (d)) must be followed to safeguard personal data contained in this reporting system. Individuals having access to identifiable personal information may be held personally responsible and punishable under the law for making unauthorized disclosures.

D. RESPONSIBILITIES

1. The Assistant Secretary of Defense for Reserve Affairs shall :

a. Establish policy and provide guidance for Reserve Component Categories (RCCs), personnel transaction accounting, personnel data items, definitions, and accuracy standards.

b. Provide policy guidance to the DMDC on the content and use of the RCCPDS including data fields, definitions, frequency, format, and the content of periodic and special RCCPDS reports, in accordance with the responsibilities detailed in DoD Directives 1205.17 and 5125.1 (references (c) and (e)).

c. Revise and maintain this Instruction, as necessary, to update data requirements and provide accurate and effective guidance on personnel data management to the Military Departments and their Reserve components.

d. Use data elements standardized in accordance with DoD 8320.1 (reference (f)) and associated manuals DoD 8320.1-M and 8320.1-M-1 (references (g) and (h)).

2. The Deputy Under Secretary of Defense for Requirements and Resources shall:

a. Ensure that Reserve component military personnel information requirements for actuarial valuations and for effective Total Force military personnel management are identified to the Assistant Secretary of Defense for Reserve Affairs (ASD(RA)).

b. Exercise such policy guidance and management supervision for the DMDC, consistent with Under Secretary of Defense for Personnel and Readiness responsibilities in DoD Directive 5124.2 (reference (i)), as required, to ensure that adequate resources are available and used by the DMDC to fulfill its responsibilities.

c. Ensure that the Director, DMDC shall:

(1) Operate and maintain the RCCPDS, including computer support, software development, quality control, inquiry capabilities, and administrative support.

(2) Develop, produce, and distribute all periodic and special RCCPDS reports.

(3) Provide programming and analytical support to the ASD/RA for special studies requiring use of the RCCPDS.

(4) Provide software modification for the RCCPDS to reflect the changing nature of the Reserve components.

(5) Inform the ASD/RA of data produced from the RCCPDS for other users and of the state of quality of the information submitted to the RCCPDS by the Reserve components.

3. The Secretaries of the Military Departments and the Commandant of the U.S. Coast Guard shall:

a. Provide the Reserve components of the Armed Forces with the support necessary to maintain personnel data system capabilities as necessary to provide timely, accurate, and complete data to the RCCPDS.

b. Prepare at the end of each month, and submit within 20 calendar days, a "Master Officer File" and "Master Enlisted File" reflecting the status of each member of the Reserve component as of the last day of each month, as stated in enclosure 2.

c. Prepare at the end of each month, and submit within 20 calendar days, an "Officer Transaction File" and an "Enlisted Transaction File" reflecting the gains, losses, reenlistments, extensions, and transfers of Reserve component personnel that occurred during the reporting month, as stated in enclosure 4. Transactions processed within 45 days of the effective date of the file due to data lag shall not be considered late.

d. Edit monthly submissions according to the editing concept defined in enclosure 3.

e. Perform a quality control validation of the data before submission to the DMDC.

#### E. PROCEDURES

1. The following categories of Full-Time Support personnel shall be reported in the RCCPDS:

a. Active Guard Reserve (AGR). National Guardsmen including National Guardsmen serving on full-time National Guard duty and Reservists on active duty to provide full-time support to the Ready Reserve who are paid from National Guard or Reserve personnel appropriations.

b. Military Technicians. Federal civilian employees of a Military Department who occupy military technician positions and who are required to be members of the Reserve component that they support.

2. Records reported in RCCPDS, the official DoD vehicle for reporting Reserve component personnel strengths, may not be reported in other DoD strengths. Additionally, to support the accuracy of strength data in the system, the Military Departments and their Reserve components **shall** ensure that:

a. All strength-affecting changes are processed and reported without delay.

b. **All** master and transaction **files** are edited before submission following the procedures in enclosure 3.

3. Requests to provide specifically tailored reports and inquiries to system users **shall** be directed to:

Defense Manpower Data Center  
1600 Wilson Blvd., Suite 400  
Arlington, VA 22209-2593

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4. RCCPDS data required by the SSS and the Department of Veterans Affairs shall be provided by magnetic tape extracts of data submitted in compliance with this Instruction and other applicable Directives, Instructions, and formal inter-agency assignment.

5. Information from RCCPDS shall, as prescribed by DoD Directive 1200.7 (reference (j)), be provided annually to Federal Agencies for their use in screening their employees who are also members of Reserve components.

6. RCCPDS data validity shall be ensured, as follows:

a. The following shall be critical data for all Reserve component members. The goal shall be 100 percent validity to ensure acceptability in the system (enclosure 2):

RECORD FIELD	DATA FIELD	RECORD POSITION
1	Reserve Component	1 and 2
2a	Reserve Component Category Designator	3
2b	Reserve Component Training-Retirement Category Designator	4
3	Social Security Number	5 through 13
92	Transaction Codes (applicable to transaction file only)	399 and 400
94	Transaction Effective Date (applicable to transaction file only)	406 through 411

b. Each of the following (as applicable in each Reserve Component Category) shall have as a goal at least 98 percent validity:

RECORD FIELD	DATA FIELD	RECORD POSITION
6	Name, Individual	24 through 50
7	Date of Birth	51 through 56
8	Sex	57
11	Marital Status	60
13	Education Designator	63
17	Date of Rank	155 through 160
18	Pay Grade, Uniformed Services	161 through 163
19	Pay Entry Base Date (PEBD)	164 through 169
35(a) through (d)	Multiple Reporting:	

RECORD FIELD	DATA FIELD	RECORD POSITION
(a)	Date of Initial Appointment for a Commissioned Officer	229 through 234
(b)	Date of Initial Appointment for a Warrant Officer	229 through 234
(c)	Date of Initial Appointment for a Commissioned Warrant Officer	229 through 234
(d)	Date of Expiration of Enlistment in the Ready Reserve	229 through 234
40	Armed Forces Qualification Test (AFQT) Percentile Score (Enlisted)	243 and 244
46	Military Unit Designator (Unit Identification Code)	251 through 258
47	States of United States, and Countries (Unit)	259 and 260
48	National Zoning Improvement Plan (Unit Zoning Improvement Plan (ZIP) Code)	261 through 269
66	Year and Month, Reserve Component Incentive Program Eligibility Effective Date	311 through 314
67	Reserve Component Incentive Program Type	315
68	Reserve Component Incentive Program Educational Type	316
70	Active Component "Montgomery GI Bill(MGIB)" Enrollment status (Title 38 U.S.C. Chapter 30, reference (k))	323
76	Reserve Component MGIB Eligibility Status (10 U.S.C. Chapter 106, reference (b))	339
88	Notification of Eligibility for Military Retired Pay Indicator	385
89	Date of Transfer to the Retired Reserve	386 through 391
90	Date of Transfer to the Standby Reserve	392 through 397

c. The goal for all remaining data fields shall be 95 percent validity.

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d. The data validity rates (paragraphs E.6.a. through E.6.c., above) shall be used as standards for judging the validity of that database and shall be provided to any audit or inspection agency reviewing their accuracy.

7. Magnetic tape files and the quality control edit reports (enclosures 5, 6 and 7) shall be delivered by the 20th of each month following the previous report period to the following:

Defense Manpower Data Center  
ATTN : Reserve File Manager  
99 Pacific Street, Suite 155-A  
Monterey, CA 93940-3231

F. INFORMATION REQUIREMENTS

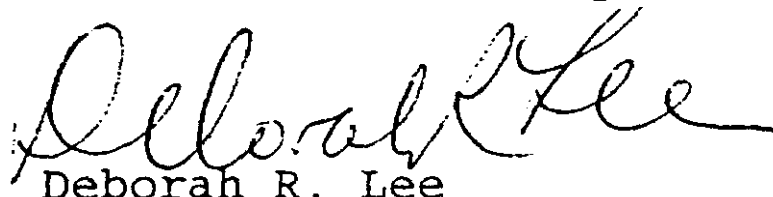
1. The reporting requirements for this Instruction are assigned the following Report Control Symbols (RCS):

Master File	DD-RA(M)1147 (See enclosure 2.)
Transaction File	DD-RA(M)1148 (See enclosure 4.)

2. Data elements standardized in accordance with DoD Directive 8320.1, DoD 8320.1-M and DoD 8320.1-M-1 (references (f), (g) and (h)) shall be used in these reporting requirements as applicable.

G. EFFECTIVE DATE

This Instruction is effective immediately>



Deborah R. Lee  
Assistant Secretary of Defense for  
Reserve Affairs

Enclosures - 9

1. References, continued
2. Coding Instructions - Master File, DD-RA(M)1147
3. Transaction and Editing Procedures for Submission Tapes
4. Coding Instructions - Transaction File, DD-RA(M)1148
5. General Specifications for Submission Tapes
6. Quality Control Edit - Master File DD-RA(M)1147
7. Quality Control Edit - Transaction File DD-RA(M)1148
8. Glossary
9. Reserve Components Common Personnel Data System (RCCPDS)  
Record Layout

REFERENCES, continued

- (e) DoD Directive 5125.1, "Assistant Secretary of Defense for Reserve Affairs, " March 2, 1994
- (f) DoD Directive 8320.1, "DoD Data Administration," September 26, 1991
- (g) DoD Manual 8320.1-M, "Data Administration Procedures, " March 1994
- (h) DoD Manual 8320.1-M-1, "Data Element Standardization Procedures, " January 1993
- (i) DoD Directive 5124.2, "Under Secretary of Defense for Personnel and Readiness, " March 17, 1994
- (j) DoD Directive 1200.7, "Screening the Ready Reserve, " April 6, 1984
- (k) Title 38, United States Code
- (l) DoD Directive 1215.6, "Uniform Reserve, Training and Retirement Categories, " December 18, 1990
- (m) Title 32, United States Code
- (n) U. S. Postal Service, "National ZIP Code Directory, " September , 1993
- (o) DoD Directive 1322.16, "Veterans' Educational Assistance Act of 1984 (GI Bill)," May 11, 1994
- (p) DoD Instruction 1322.17, "Montgomery GI Bill for the Selected Reserve, " November 21, 1991
- (q) DoD Directive 1200.15, "Assignment to and Transfer Between Reserve Categories, Discharge from Reserve Status, Transfer to the Retired Reserve and Notification of Eligibility for Retired Pay," February 16, 1973
- (r) DoD 7045.7-H, "FYDP Program Structure," (Book 1 Unclassified) October 1993, authorized by DoD Instruction 7045.7, May 23, 1984
- (s) DoD Directive 1215.13, "Unsatisfactory Performance of Ready Reserve Obligation, " June 30, 1979



CODING INSTRUCTIONS -. MASTER FILE D-RA(M)1147					APPLICABLE TO			
RECORD FIELD AND	DATA ITEM	CODING AND REMARKS	RECORD POSITION	LENGTH CLASS	SEL RES	IRR/ ING	STBY RES	RET RES
1. Reserve Component  a. Military Service        b, Service Component  2. Reserve Component Category (RCC)  a. RCC Designators		The arrangement of the data fields has been established in a "Logical User View."	1-2	2A	x	X	x	x
		A - U.S. <b>Army</b> (USA) N = U.S. Navy (USN) M - U.S. Marine Corps (USMC) F- U.S. Air Force (USAF) P - U.S. <b>Coast Guard (USCG)</b>	1	1A	x	X	x	x
		G - National Guard of the United States V - Reserve	2	1A	x	X	x	x
			3-4	2 AN	x	X	x	x
		See DoD Directive 1215.6 (reference (I)). Each member must be placed in one of the following <b>RCCs</b> :  READY RESERVE - (Selected Reserve)  S - Trained in Units - Those Selected Reserve members who have completed training and are assigned to a unit.  T-Trained Individuals ( <b>nonunit</b> ) - Those Selected Reserve members who have completed training and are not assigned to a Reserve component unit.  U - Training Pipeline - Non Deployable Account - Those Selected Reservists (officers and enlisted) who are on Initial Active Duty for Training ( <b>IADT</b> ), including the second part of split <b>IADT</b> ; awaiting IADT and authorized to perform Inactive Duty <b>Training (IDT)</b> ; those Senior ROTC members who are in the Simultaneous Membership Program ( <b>SMP</b> ), or Marine Corps Platoon Leader Class <b>members(PLC)</b> ; nonprior service AGR (Navy TAR Enlisted Program ( <b>TEPs</b> )) <b>personnel</b> ; and Selected <b>Reserve</b> untrained personnel in other training programs.  READY RESERVE - (Individual Ready Reserve ( <b>IRR</b> ) and Inactive National Guard ( <b>ING</b> ))	3	1A	x	X	x	x

CODING INSTRUCTIONS - MASTER FILE DD-RA(M)1147					APPLICABLE TO			
RECORD FIELD AND	DATA ITEM	CODING AND REMARKS	RECORD POSITION	LENGTH CLASS	SEL RES	IRR/ ING	STBY RES	RET RES
a. RCC Designators (cent'd)		<p>R - <b>IRR</b> - Those individual members of the Ready Reserve not in the Selected Reserve, Those include <b>Officers</b> awaiting active duty (AD) or Selected Reserve assignment and those personnel awaiting <b>IADT</b> who are not authorized to perform <b>IDT</b>; members assigned to units who are serving without pay; members with previous Active Component or Selected Reserve Service, who have a remaining Military Service obligation or who voluntarily extend their service in the <b>IRR</b>; untrained members of the <b>IRR</b>; and those who enlist directly into the <b>IRR</b>.</p> <p>P - Ready Reserve Training - Those members of the Ready Reserve in a Ready Reserve training program, including those in <b>officer</b> training programs or in Armed Forces Health Professional (<b>AFHP</b>) stipend <b>programs</b>; those on education delay; those in an Army Early Commissioning Program; Coast Guard direct commission candidates; Marine Corps <b>PLC</b>; those on ROTC assignment <b>delay</b>; and those in Health Professional Scholarship <b>Programs (HPSP)</b>. These members have a Ready Reserve agreement, are not in the Selected Reserve, and principally are targeted for Active component assignments on completion of their training or delay status.</p> <p>I - <b>ING</b> - Those members of the Army or AU National Guard (<b>ARNG</b> and <b>ANG</b>) who are unable to continue participating with their National Guard units, but are authorized to remain <b>affiliated</b> with those units. ""</p> <p>STANDBY RESERVE</p> <p>Y- Standby Reserve - includes members of the Standby Reserve on either the Active Status List or Inactive Status List.</p> <p>RETIRED RESERVE</p> <p>V - Retired Reserve</p>		1 A	X	X	X	X
b. Training/Retirement Category ( <b>TRC</b> ) Designators		<p>In accordance with DoD Directive 121S.6 (reference (1)) and other policy, each Service member must be placed in one of the following <b>TRC</b> Designators:</p> <p>READY RESERVE - (Selected Reserve)</p>	4	1 AN	X	X	X	X

CODING INSTRUCTIONS - MASTER FILE DD-R A (M) 1147				APPLICABLE TO			
RECORD FIELD	DATA ITEM	CODING AND REMARKS		RECORD POSITION	DESIGNATION CLASS	DESIGNATION RES	DESIGNATION RES
b. TRC Designators (cont'd)		<u>Trained in Units - RCC (S)</u>  A - Individuals required to perform at least 48 IDT periods annually, are trained and assigned to a unit.  G - Active Guard/Reserve (AGR), includes Navy Training and Administration of the Reserves (TARS) and Marine Corps Active Reserve (AR), and all other Reserve or National Guard personnel serving on AD, other than AD for training, including statutory tours and full-time National Guard duty, in AC and RC organizations.  <u>Trained Individuals (Non-Unit) - RCC (T)</u>  - Individual Mobilization Augmentees (IMAs) - Trained IMAs who drill between 0 and 48 times per year and are assigned to Active component organizations on mobilization.  <u>Training Pipeline - RCC (U)</u>  F - Personnel currently on IADT. Enlisted personnel on the second part of split training and those in Army One Station Unit Training (OSUT).  P - Personnel awaiting IADT and authorized to perform In-active Duty Training (IDT), and ARNG members not authorized to perform IDT. Includes Service members with or without pay.  Q - Personnel awaiting the second part of IADT.  S - AGR currently on, or awaiting IADT. These are nonprior service AGR; includes TAR Enlisted Entry Program (TEPs) personnel.  T - Simultaneous Membership Program (SMP); Senior ROTC Cadets, or Selected Reserve enlisted members in officer candidate programs who are also members of a Selected Reserve unit in the grade of "cadet." (Does not include Basic ROTC enrollees.)  X - Selected Reserve members in other training programs,		4	1 AN	A	A

CODING INSTRUCTIONS - MASTER FILE DD-RAM1147					APPLICABLE TO			
RECORD TELD A N D	DATA ITEM	CODING AND REMARKS	RECORD POSITION	LENGTH CLASS	SEL RES	IRR/ ING	STBY RES	RET RES
b. TRC Designators (cent'd)		<p>including chaplain, medical, health professional stipend, and early commissioning programs,</p> <p>READY RESERVE - <b>IRR</b> and/or <b>ING</b></p> <p><b><u>IRR - RCC (R)</u></b></p> <p>E ■ Trained individual members of the Ready Reserve not in the Selected Reserve.</p> <p>H - Untrained members of the IRR in the Delayed Entry Program (<b>DEP</b>) enlisted under Section 513 of 10 U.S.C. (reference (b)). (Currently, there is no requirement to report these untrained members of the <b>IRR</b> in <b>RCCPDS</b>.)</p> <p>U ■ Personnel awaiting IADT and not authorized to perform IDT, or receive pay.</p> <p><b><u>Ready Reserve Training - RCC (P)</u></b></p> <p>J - Ready Reserve members, not in the Selected Reserve, participating in officer training programs. Excludes ROTC. Includes chaplain and Judge Advocate General (JAG) schooling, education delay, Reserve officers commissioned through ROTC or other programs, officer assignment delay, Army Early Commissioning Program, Coast Guard direct commissioning candidates, and Marine Corps PLC members not in SMP.</p> <p>K-Ready Reserve members, not in the Selected Reserve, participating in the <b>HPSP</b>.</p> <p><b><u>Inactive National Guard - RCC (I)</u></b></p> <p>I - Ready Reserve members who are members of the <b>ING</b>.</p> <p>STANDBY RESERVE - (Active and Inactive Status)</p>	4	1 AN	X	X	x	X

CODING INSTRUCTIONS - MASTER FILE DD-RA(M)1147					APPLICABLE TO			
RECORD FIELD AND	DATA ITEM	CODING AND REMARKS	RECORD POSITION	LENGTH CLASS	SEL RES	IRR/ ING	STBY RES	RET RES
b. TRC Designators (cent'd)		<p><b><u>Standby Reserve - RCC (Y)</u></b></p> <p>C - Members of the Standby Reserve on the Active Status List who are key employees in accordance with DoD 1200,7 (reference (j)). Currently these individuals are reported in record field 75, not in this field,</p> <p>D - Members of the Standby Reserve on the "Active Status List."</p> <p>L - Members with at least 20 years of 10 U.S.C. 12732 (reference (b)) service, with less than 30 percent Service disability, and who have been transferred to the "Inactive Status List" instead of separation under 10 U.S.C. 1209 (reference (b)).</p> <p>N - Other members of the Standby Reserve on the "Inactive Status List."</p> <p>RETIRED RESERVE</p> <p><b><u>Retired - RCC (V)</u></b></p> <p>1- Service members who have completed at least 20 qualifying years creditable for retired pay for non regular service under Section 12731 of reference (b) who are 60, or more, years of age, and are now drawing retired pay for non-regular service. Required to be tracked at component level. Should not be submitted to RCCPDS.</p> <p>2- Service members who have completed 20 qualifying years creditable for retired pay but are not yet receiving retired pay. ONLY RETIREMENT CATEGORY TO BE <b>SUBMITTED TO RCCPDS.</b></p> <p>3- Service members retired for physical disability under Sections 1201, 1202,1204, or 1205 of reference (b). Members who have 20 years of Service creditable for retired pay under Section 12733 of reference (b) or is more than 30 percent disabled (includes Reservists serving with Active or Reserve components). Required to be tracked at component level. Should not be submitted to <b>RCCPDS.</b></p>	4	1 AN	x	x	x	X

CODING INSTRUCTIONS - MASTER FILE DD-RA(M)1147

APPLICABLE TO

RECORD FIELD AND	DATA ITEM	CODING AND REMARKS	RECORD POSITION	LENGTH CLASS	SEL RES	IRR/ ING	STBY RES	RET RES
b. TRC Designators (cent'd)		4- Reserve members who have completed 20, or more, years of AD service and retired under Sections 3911,3914,6323, 6330,8911, or 8914 of 10 <b>U.S.C.</b> (reference (b)), Does not include Regular and Reserve Army and Air Force enlisted personnel with between 20 and 30 years of Military <b>Service</b> ; and Regular and Reserve Navy and Marine Corps enlisted personnel in the <b>Fleet</b> Reserve (Navy), and Fleet Marine Corps Reserve with between 20 and 30 <b>years</b> of service. Required to be tracked at component level. Should not be submitted to <b>RCCPDS</b> .  5- Reserve personnel drawing retired pay based on retirement for reasons other than age, service requirements, or physical disability. That category is restricted to those who are retired under special conditions as authorized by the Assistant Secretary of Defense for Reserve Affairs ( <b>ASD/RA</b> ), under legislation. Not required to be submitted to <b>RCCPDS</b> .	4	1 AN	X	X	x	X
3. Social Security Number ( <b>SSN</b> )		Enter nine numeric digits omitting hyphens for the Service member's <b>SSN</b> .	5-13	9 N	x	x	x	x
4. SSN Military Spouse of a Service Member		Enter nine numeric digits omitting hyphens for the SSN of the individual's lawful wife or husband who is a member of the Armed Forces. If not applicable, set I - <b>WWWWWWWWW</b> . If unknown, set I - <b>ZZZZZZZZZ</b> . (Use "not applicable" for <b>PJ</b> and <b>PK</b> .)	14-22	9 AN	x	x	x	x
5. Verification Status of SSN		Indicates the status of an individual's SSN <b>verification</b> by the Social Security Administration ( <b>SSA</b> ); i.e., the extent that the standard data <b>elements</b> : SSN, name, individual, date of birth ( <b>DoB</b> ), and sex agree with the <b>SSA's</b> data. If not applicable, set I -W. If unknown, set I - <b>Z</b> .  A - SSN verified on name, <b>DoB</b> and sex. B - SSN not in SSA'S numerical identification file. C-Name matches, <b>DoB</b> matches, sex code does not match. D - Name matches, sex code matches, <b>DoB</b> does not match, E= Name matches, <b>DoB</b> and sex code do not match. F- Name does not match, <b>DoB</b> and sex code not checked,	23	1A	x	x	X	x

CODING INSTRUCTIONS - MASTER FILE DD-RA(M) 1147										APPLICABLE TO			
RECORD NUMBER	DATA FIELD	CODING AND REMARKS		RD POSITION	CLASS	RES	INC	RES	RES				
5. Verification Status of SSN (cont'd)		G = Input SSN not verified; SSA located and verified a different SSN. K = SSN has been submitted for verification, but no reply has been received. V = SSN has not been submitted for verification.  Use DoD Manual 8320.1-M (reference (g)).  The date on which an individual was born. If unknown, set I = 999999. ENTER: Year, month, and day (YYMMDD). If day only is unknown, set I = YYMM99. (If "not applicable" set I=666666.) (Use "not applicable" for PJ and PK)		23	1 A	X	X	X	X				
6. Service Member's Name				24-50	27 AN	X	X	X	X				
7. Date of Birth				51-56	6 N	X	X	X	X				
8. Sex		M = Male F = Female Z = Unknown		57	1 A	X	X	X	X				
9. Race and/or Population Group		C = White M = Asian or Pacific Islander N = Black R = American Indian and/or Alaskan Native Z = Unknown W = Not reported (Use "not reported" for PJ and PK.)  Applicable to a member from a segment population that possesses common characteristics and/or cultural heritage.  (Leave blank for PJ and PK.)  1 = Other Hispanic descent 2 = U.S. and/or Canadian Indian Tribes (formerly American Indian) 3 = Other Asian descent 4 = Puerto Rican 5 = Filipino 6 = Mexican (formerly Mexican-American) 7 = Eskimo 8 = Aleut 9 = Cuban (formerly Cuban-American) D. = Indian E. = Melanesian G = Chinese		58	1 A	X	X	X	X				
○ Ethnic Group				59	AN	X	X	X	X				

CODING INSTRUCTIONS — MASTER FILE DD-R A(M) 1147				APPLICABLE TO				
RECORD FIELD	DATA ITEM	CODING AND REMARKS	RECORD POSITION	LENGTH CLASS	SEL DEC	INN INC	SIDI DEC	REI DEC
10. Ethnic Group (cont'd)		H = Guamanian J = Japanese K = Korean L = Polynesian Q = Other Pacific Island descent S = Latin American with Hispanic descent V = Vietnamese W = Micronesian X = Other Y = None (Indicates no specific ethnic group) Z = Unknown	39	00N	X	X	X	X
11. Marital Status		Legal status of an individual as it relates to marriage. If unknown, set I = Z. (Leave blank for PJ and PK.)  A = Annulled D = Divorced I = Interlocutory L = Legally Separated M = Married S = Single W = Widowed	60	A	X	X	X	X
12. Dependents, Number of		The number of persons for whom the Service member provides support. (Report only those eligible to be included on the DD Form 1172, "Application for Uniformed Services Identification and Privilege Card". If not applicable, set I = 66, if unknown, set I = 99. (Use "not applicable" for PJ and PK.)	61-62	2 N	X	X	X	
13. Educational Designators		The educational status or level attained by an individual. Those codes are to be reported, effective 1 October 1987. If unknown, set I = Z.  9 = Currently in high school - status of an individual who is currently attending high school and is not yet a high school senior.  S = High school senior - status of individual is currently attending high school and is a high school senior.	63	AN	X	X	X	X



CODING INSTRUCTIONS - MASTER FILE DD-RA M)1147				APPLICABLE TO				
RECORD NO.	DATA ITEM	CODE AND REMARKS	RECORD POSITION	LENGTH CLASS	SEL DEC	IKR/ INC	SIBY DEC	REF DEC
3. Educational Designators (cont'd)		<p>- Less than high school diploma - status of an individual who is not currently attending high school and who is neither a high school graduate or an alternate high school credential holder.</p> <p>C - Occupational Program Certificate - a certificate or diploma awarded for attending a non-correspondence vocational, technical, or proprietary school for at least 6 months. An individual so coded must also have completed 11 years of regular day school. That is considered an alternate high school credential.</p> <p>7 - Correspondence school diploma - a secondary school diploma or certificate awarded upon completion of correspondence school coursework, regardless of whether the diploma was issued by a correspondence school, a State, or a secondary or post secondary educational institution. That is considered an alternate high school credential.</p> <p>H - Home study diploma - a secondary school diploma or certificate, typically awarded by a State, based on certification by a parent or guardian that an individual completed his or her Secondary Education at home. That is considered an alternate high school credential.</p> <p>B - Adult education diploma - a secondary school diploma awarded on the basis of attending and completing an adult education or "external" diploma program, regardless of whether the diploma was issued by a State or by a secondary or post secondary educational institution. That is considered an alternate high school credential.</p> <p>E - Test-based equivalency diploma - a diploma or certificate of general education development (GED) or other test-based high school equivalency diploma. That includes State-wide testing programs such as the "California High School Proficiency Examination (CHSPE)," whereby, examinees may earn a certificate of competency or proficiency. A State or locally issued secondary school diploma obtained solely on the basis of such equivalency testing is not to be considered a high school diploma. That is considered an alternate high school credential.</p>	63	AN	X	X	X	X

CODING INSTRUCTIONS - MASTER FILE DD-RA(M)1147					APPLICABLE TO			
RECORD FIELD AND	DATA ITEM	CODING AND REMARKS	RECORD POSITION	LENGTH CLASS	SEL RES	IRR/ ING	STBY RES	RET RES
13. Educational Designators (cent'd)		<p>J - <b>High</b> school certificate of attendance -an attendance-based <b>high</b> school certificate or diploma. <b>Those</b> are sometimes called certificates of competency or completion, but are based on course completion rather than a test such as the <b>GED</b> or the <b>CHSPE</b>. A State or locally issued <b>secondary</b> school diploma obtained solely on the <b>basis of</b> an attendance credential is not considered a high <b>school</b> diploma. That is considered an alternate high school credential,</p> <p>8- Completed one semester of college - the status of an individual who is a non-high school graduate or <b>alternate</b> high school credential holder, attended a college or university, and completed at least 15 semester or 20 quarter hours of college-level credit. Credit earned through testing, for pursuit of adult education, or for high school <b>equivalency</b> preparation is not applicable. For military enlistment processing purposes, an <b>individual</b> with that status is considered a high school graduate.</p> <p>L - <b>High</b> school diploma - a diploma issued to an individual who has attended and completed a 12-year or grade day program of classroom instruction; the diploma must be issued from the school where the individual completed all the program requirements.</p> <p>D - <b>Associate</b> degree. a certificate <b>conferred</b> on completion of a 2-year program at a junior college, university or technical institute,</p> <p>G - Professional nursing diploma - a certificate conferred on completion of a <b>3-year</b> hospital school of nursing program.</p> <p>K - Baccalaureate degree - a certificate conferred on completion of a 4-year college program, other than a first professional degree,</p> <p>W - <b>First</b> professional degree - a certificate conferred on completion of the academic requirement for the first degrees awarded in selected professions: Architecture, Certified Public Accountant (CPA), Doctor of Chiropody (POD. D), Doctor of Dentistry (<b>D.D.S.</b>), Doctor of Medicine (M.D.), Doctor of Optometry (<b>O.D.</b>), Doctor of</p>	63	1 AN	X	X	X	X

# CODING INSTRUCTIONS - MASTER FILE DD-RAM 1147

Jan 17, 95  
7730.54 (Encl 2)

RECORD FIELD AND ITEM	DATA ITEM	CODING AND REMARKS	RECORD POSITION	LENGTH CLASS	SEL RES	IN ING	SID RES	REL RES
3. Educational Designators (cont'd)		Osteopathy (D.O.), Pharmacist, Doctor of Veterinary Medicine (D.V.M.), Bachelor or Doctor of Law (L.L.B. or J.D.), and Bachelor or Doctor of Theology (B.D. or D.D.), Rabbi, or any other first professional degree.  N - Master's degree - a certificate conferred on completion of additional academic requirements beyond the baccalaureate or first professional degree but below the doctorate level.  - Post master's degree - a certificate conferred on completion of additional academic requirements beyond the master's degree level but below the doctorate level.  U - Doctorate degree - a certificate conferred in recognition of the highest academic achievement within an academic field, excluding honorary degrees and first professional degrees.  V - Post doctorate degree - a certificate conferred in recognition of the highest academic achievement within an academic field, excluding honorary degrees and first professional degrees.  Y - None - no recognition given.  Reserved for future use. Report as "not applicable", set = 666.  Include the present home address for ALL Personnel. If unknown, fill first five positions in first line as follows: set I = ZZZZZ. If not applicable, set I = WWWWW. (Use "not applicable" for PJ and PK.)  Line 1 Line 2  Enter DoD Standard.  Enter postal ZIP Code. Use a five-digit ZIP Code with trailing zeros until nine-digits become available. If not applicable or unknown, fill first five positions in first line as follows: if not applicable, set I = WWWWW, if unknown, set I = ZZZZZ.	03	^N	X	X	X	X
4. Filler			64-66	3 N	X	X	X	X
5. Home Mailing Address			67-153	87 AN	X	X	X	X
a. Street address			67-95 96-124	29 AN 29 AN	XX	XX	XX	XX
b. City			125-142	18 A	X	X	X	X
c. Postal State Abbreviation			143-144	2 AN	X	X	X	X
d. Postal ZIP Code			145-153	9 AN	X	X	X	X

CODING INSTRUCTIONS - MASTER FILE DD-RAM) 1147				APPLICABLE TO			
RECORD NUMBER	DATA ITEM	CODING AND REMARKS	RD POSITION	CLASS	RES	ING	RES
16. Mailing Address Status Indicator		<p>If unknown, set I = 9.</p> <p>1 = Undeliverable and/or not locatable (include postmaster reports of death).</p> <p>2 = Restricted mailing (no bulk).</p> <p>3 = Restricted mailing (foreign address - special handling).</p> <p>4 = Overseas address.</p> <p>5 = Army Post Office (APO) and/or Fleet Post Office (FPO).</p> <p>7 = Other good address (other than those above).</p>	154	N	X	X	X
17. Date of Rank		<p>The date that establishes the relative seniority of an individual among others who possess the same grade. If not applicable, set I = 666666. If unknown, set I = 999999. ENTER: YYMMDD.</p>	55- 50	6 N	X	X	
18. Pay Grade, Uniformed Services		<p>Current grade of class and pay level serial number.</p>	61 53	3 AN	X	X	X
19. Pay Entry Date (PEBD)		<p>The constructed date that establishes the beginning of an individual's creditable Federal service for pay purposes. If unknown, set I = 999999. ENTER: YYMMDD</p>	54- 159	5 N	X	X	X
20. Date of Initial Entry into Uniformed Service (DIEUS)		<p>The date an individual was first appointed, enlisted, or conscripted into any Uniformed Service of the United States (Active or Reserve component). That date is fixed and is not adjusted for breaks in service. That includes enlistment as a Reservist in the Senior ROTC Program, or as a scholarship cadet, or midshipman under 10 U.S.C. 2107 or 2107(a), enlistment under 10 U.S.C. 12103(d) (reference (b)), enlistment in the Active component Delayed Entry Program (DEP), and entrance as a cadet or midshipman at the United States Military Academy (USMA), the United States Naval Academy (USNA), the United States Air Force Academy (USAF), and the United States Coast Guard Academy (USCGA) (excludes the U.S. Merchant Marine Academy (USMMA)). If unknown, set I = 999999. If not applicable, set I = 666666. ENTER: YYMMDD. (Use "not applicable" for PJ and PK.)</p>	70 75	6 N	X	X	X
21. Date of Initial Entry into Reserve Forces (DIERF)		<p>The date an individual affiliates or enlists in any Reserve component (Non-EAD) for the first time. That date is fixed and is not adjusted for breaks in Reserve component service. That does not include time in the Active component DEP, the ROTC, or the Professional Appointment Program. If unknown, set I = 999999. If not applicable, set I = 666666. ENTER: YYMMDD. (Use "not applicable" for PJ and PK.)</p>	176- 8	6 N	X	X	X

CODING INSTRUCTIONS - MASTER FILE DD-RA(M) 1147				APPLICABLE TO			
RECORD	DATA	COMMENTS AND REMARKS	RD POSITION	CLASS	RES	INC	RES
22. Date of Expiration of Statutory Military Service Obligation (MSO)		The date an individual has completed or will complete a period of Service required by statute. (The date of expiration of a Service member's statutory MSO). If not applicable, set I = 666666. If unknown, set I = 999999. ENTER: YYMMDD. (Use "not applicable" for PJ and PK.)	182-187	6 N	X	X	X
23. Military Technician Identifier and/or Active Guard or Reserve Statute Identifier		Identifies members of the Selected Reserve who are civilian employees that must have "dual status" as military members of the Selected Reserve. Also, identifies the specific statutory authority under which an AGR member is serving. Includes U.S. Naval Reserve TARs; however, does not include U.S.C.G. Reserve Program Administrators (RPAs), because they are not members of the Selected Reserve. If not applicable, set I = W. If other, set I = X. If unknown, set I = Z. (Use "not applicable" for PJ and PK.)  M = Military Technician 10 U.S.C. and 32 U.S.C. (references (b) and (m)) A = 10 U.S.C. 175 (reference (b)) B = 10 U.S.C. 265 (reference (b)) C = 10 U.S.C. 12301(d) (reference (b)) D = 10 U.S.C. 12310 (reference (b)) E = 10 U.S.C. 715 (reference (b)) F = 10 U.S.C. 3015/3019/8019 (reference (b)) G = 10 U.S.C. 3033/8033 (reference (b)) H = 10 U.S.C. 3496/8496 (reference (b)) J = 32 U.S.C. 502(f) (reference (m)) K = 32 U.S.C. 503 (reference (m)) L = 32 U.S.C. 708 (reference (m))	188	A	X		
24. Military Aeronautical Rating		Applicable to both officer and enlisted members in aeronautical service. The code defines the individual's aeronautical rating for Military Services. If not applicable, set I = W. If unknown, set I = Z. (Use "not applicable" for PJ and PK.)  A = Astronaut B = Fixed Wing Pilot C = Rotary wing pilot D = Fixed and/or rotary wing pilot E = Navigator and/or weapons system F = Observer G = Flight surgeon H = Crew member (other)	189	A	X	X	

CODING INSTRUCTIONS - MASTER FILE DD-RA(M)1147					APPLICABLE TO			
RECORD FIELD AND DATA ITEM	CODING AND REMARKS	RECORD POSITION	LENGTH CLASS	SEL RES	IRR/ING	STBY RES	RET RES	
24. Military Aeronautical Rating (cent'd)	J - Non-crew member K - Naval flight officer L- Student aviator	189	1 A	x	X			
25, Military Flying Status Indicator	Applicable to both officer and enlisted Service members (as required). 'hat code defines whether an individual draws some type of flying pay for current duties, An individual must have a current aeronautical rating shown in record field 24, before an entry in that field is required, If not applicable: set I = 6. If unknown, set I = 9. (Use "not applicable" for PJ and PK.)  1 -On flying status 2- Not on flying status	190	IN	x	X			
26. Service Occupation Code (Primary)	Enter up to eight most significant characters indicating the primary <b>military</b> skill held by the individual. Include a prefix or suffix only if space permits. Report Army Enlisted Military Occupational Skill ( <b>MOS</b> ), skill <b>level</b> , Special Qualification Identifier ( <b>SQI</b> ), and Additional Skill Identifier (ASI), Army Warrant <b>Officer</b> MOS, <b>SQI</b> and ASI, Army Officer, Area of Concentration ( <b>AOC</b> ) and next four characters, Navy Enlisted Rating and primary Navy Enlisted Classification Code ( <b>NEC</b> ), Navy Officer Designator and primary <b>subspecialty</b> . Marine Corps MOS, <b>Air</b> Force Specialty code ( <b>AFSC</b> ), Coast Guard <b>officer</b> experience indicator, and Coast Guard enlisted rating and qualification code, (Left justify) If not applicable, set I - <b>WWWWWWWW</b> . If unknown, set I - <b>ZZZZZZZZ</b> . (Use "not applicable" for PJ and PK.)	191-198	8 AN	x	X	x	x	
27, Service Occupation Code ( D u t y )	Enter up to eight most significant characters indicating the military skill of the mobilization position occupied by the individual. Include a prefix or suffix only if space permits. Report <b>Army</b> enlisted <b>MOS</b> , skill level, <b>SQI</b> and ASI, Army warrant officer MOS, <b>SQI</b> and ASI, Army officer AOC and next four <b>characters</b> , Navy enlisted distribution rating and NEC, Navy <b>primary</b> and secondary Officer Billet Code ( <b>NOBC</b> ), Marine Corps billet military occupational skill ( <b>BMOS</b> ), <b>Air Force</b> AFSC, Coast Guard officer experience indicator, and Coast Guard <b>enlisted</b> rating and qualification <b>code</b> . ( <b>Left</b> justify). <b>If</b> not applicable, set I - <b>WWWWWWWW</b> . If unknown, set I - <b>ZZZZZZZZ</b> . (Use "not applicable" for <b>PJ</b> and PK.)	199-206	8 AN	x				

CODING INSTRUCTIONS - MASTER FILE DD-RA(M)1147					APPLICABLE TO			
RECORD FIELD AND	DATA ITEM	CODING AND REMARKS	RECORD POSITION	LENGTH CLASS	SEL RES	IRR/ ING	STBY RES	RET RES
28. Active Duty Start Date		Report the date on which the Service <b>member</b> starts duty for 31, or more, consecutive days, thereby becoming eligible for the Defense Enrollment Eligibility Reporting System ( <b>DEERS</b> ). Include individuals that have been activated under <b>Title 10</b> U.S.C., Chapter 39 (reference (b)). (See record field 41.) If not applicable, set I -666666. If unknown, set <b>I</b> -999999, ENTER: YYMMDD. (Use "not applicable" for <b>PJ</b> .)	207-212	6N	X	X	x	
29. Active Duty Stop Date		Report the ending date on which the Service member will have terminated duty for 31, or more, consecutive days, thereby ending eligibility for the DEERS. Report also for individuals affected by activation under <b>Title 10</b> , U.S.C., Chapter 39 (reference (b)). (See <b>record</b> field 41.) If <b>an</b> indefinite tour, set I -555555. If not applicable, set I -666666. If unknown, set <b>I</b> -999999. ENTER: YYMMDD. (Use "not applicable" for <b>PJ</b> .)	213-218	6N	X	X	x	
30. Security Classification		<b>The</b> security clearance granted to an individual designating the highest <b>level</b> of classified information to which the individual has access, If none, set I - Y. If not applicable, set <b>I</b> -W. If unknown, set I -Z. (Use "not applicable" for <b>PJ</b> and PK.)  T-Top Secret s - seeret C - Confidential	219	1A	X	X		
31. Security Investigation Type		If other, set I - X. If none, set I - Y. If <b>not</b> applicable, set <b>I</b> -W. If unknown, set I - Z. (Use "not applicable" for <b>PJ</b> and PK.)  1- Entrance National Agency Check ( <b>ENTNAC</b> ) 2- National Agency Check ( <b>NAC</b> ) 4- Background Investigation S - Special Background Investigation ( <b>SBI</b> ) B - <b>Local Files</b> Check	220	1 AN	X	X		
32. Date of Award of Current Security Clearance		If not applicable, set <b>I</b> -666666. If unknown, set <b>I</b> -999999. ENTER: YYMMDD. (Use "not applicable" for <b>PJ</b> and PK.)	221-226	6N	X	X		
33. Statutory Authorization <b>for</b> Military Service		<b>That</b> information is required for <b>all</b> Service members serving under a statutory Military obligation. If not applicable, set 1-6. If unknown, set I -9, (Use "not applicable" for <b>PJ</b> and PK.)	227	IN	X	X	x	

CODING INSTRUCTIONS - MASTER FILE DD-RA(M)1147					APPLICABLE TO			
RECORD FIELD AND DATA ITEM	CODING AND REMARKS	RECORD POSITION	LENGTH CLASS	SEL RES	IRR/ING	STBY RES	RET RES	
33. Statutory Authorization for Military Service (cent'd)	1- Currently serving under a 6-year statutory obligation (10 U.S.C. 651 reference (b)). 2- <b>Currently serving</b> under an obligation other than required by Section 651 of reference (b). 3- Currently serving under an 8-year statutory obligation Section 651 of reference (b).	-	1 N	X	X	X		
34. Multiple Reporting								
a. Source of <b>Initial</b> Commission for a Commissioned Officer	The Accession Program source of officer's original initial commission. Once recorded, the entry should not change except for corrections. If not applicable, set I - <b>W</b> . If other, set I - <b>X</b> . If unknown, set I - <b>Z</b> .  A - Academy <b>graduate</b> , <b>U.S.M.A.</b> B - Academy graduate, <b>U.S.N.A.</b> C - Academy graduate, <b>U.S.A.F.A.</b> D - Academy <b>graduate</b> , <b>U.S.C.G.A.</b> E - Academy graduate, <b>U.S.M.M.A.</b> F - <b>Air</b> National Guard ( <b>ANG</b> ) Academy of Military Sciences G - ROTC/Naval Reserve Officer Training Corps( <b>NROTC</b> ) (scholarship) H - ROTC/Naval Reserve Officer Training Corps( <b>NROTC</b> ) (non-scholarship) J - <b>Officer</b> Candidate School ( <b>OCS</b> )/Aviation Officer Candidate School (AOCS)/Officer Training School ( <b>OTS</b> )/Platoon Leader Course ( <b>PLC</b> ) K - Aviation Cadet L - <b>National Guard State OCS</b> M - Direct appointment (professional - medical, dental, JAG, chaplain, etc.) N - <b>Direct</b> appointment (all others, includes Navy limited duty <b>officer</b> ) P - Aviation training program (exclusive of OCS <b>and/or</b> AOCS <b>and/or</b> OTS <b>and/or</b> PLC)	228	1A	x	X	x	x	
b. Source of Initial Appointment for a Warrant Officer	Method by which an individual was initially appointed a warrant officer or commissioned <b>warrant</b> officer. If not applicable, set I - <b>6</b> . If other, set I - <b>8</b> , If unknown, set I - <b>9</b> .  1- Appointment as a warrant officer 2- Appointment as a commissioned warrant officer 3- Warrant Officer Aviation Training Program	228	IN	x	X	x	x	



**CODING INSTRUCTIONS — MASTER FILE DD-R A(M) 1147**

RECORD AND DATA ITEM			CODING AND REMARKS		RECORD POSITION	LENGTH CLASS	APPLICABLE TO			
RECORD FIELD	AND	DATA ITEM					SEL RES	IKK/ INC	SIBY RES	KEI RES
35. Multiple Reporting Date					229-234	0 N				
a.	Date of Initial Appointment for a Commissioned Officer		Actual date of acceptance of initial commission of an officer. That does not include constructive credit awarded. Excludes Commissioned Warrant Officers. If not applicable, set I = 666666. If unknown, set I = 999999. ENTER: YYMMDD.		229-234	6 N	X	X	X	X
b.	Date of Initial Appointment for a Warrant Officer		Date of acceptance of initial appointment to warrant officer. If not applicable, set I = 666666. If unknown, set I = 999999. ENTER: YYMMDD.		229-234	6 N	X	X	X	X
c.	Date of Initial Appointment for a Commissioned Warrant Officer		Date of acceptance of initial commission to a warrant officer. If not applicable, set I = 666666. If unknown, set I = 999999. ENTER: YYMMDD.		229-234	6 N	X	X	X	X
d.	Date of Expiration of Enlistment in the Ready Reserve		The constructed date on which an individual's period of service in the Ready Reserve, incurred through contractual provisions, expires. If unknown, set I = 999999. ENTER: YYMMDD.		229-234	6 N	X	X		
36. Basic Branch or Specialty (Officer Only)			Report for Army National Guard and Army Reserve. If not applicable, set I = WW. If unknown, set I = ZZ. (Use "not applicable for PJ and PK.)  AD = Air Defense Artillery AG = Adjutant General's Corps AN = Army Nurse Corps AR = Armor AV = Aviation CH = Chaplain CM = Chemical Corps CA = Civil Affairs DE = Dental Corps DL = Delayed Entry (Includes Assignment Delay) EN = Corps of Engineers FA = Field Artillery FI = Finance Corps GO = General Officer IN = Infantry JA = Judge Advocate General's Corps MC = Medical Corps MI = Military Intelligence MP = Military Police Corps		235-236	2 A	X	X	X	

CODING INSTRUCTIONS - MASTER FILE DD-RA(M)1147					APPLICABLE TO			
RECORD FIELD AND DATA ITEM	CODING AND REMARKS	RECORD POSITION	LENGTH CLASS	SEL RES	IRRJ ING	STBY RES	RET RES	
36, Basic Branch or Specialty (Officer Only) (cent'd)	<b>MS - Medical Service Corps</b> OD - Ordnance Corps QM - Quartermaster Corps SC - Signal Corps SF- Special Forces SP - Army Medical Specialist Corps SS - Staff <b>Specialist</b> TC = Transportation Corps <b>VC</b> - Veterinary Corps WO - Warrant <b>Officer</b>  Report for all other Reserve components. If not applicable, set I - <b>WW</b> . If unknown, set I - <b>ZZ</b> .  AN - Nurse <b>CH</b> - <b>Chaplain</b> DE= Dentist <b>JA</b> - Judge Advocate MC - Medical Corps MI - <b>Military</b> intelligence MS - Medical Service Corps SP - Medical Specialist (Air Force Biomedical Science Corps) <b>VC</b> - Veterinarian <b>LI</b> - Line (unrestricted) RL - Restricted line (less <b>Military</b> intelligence) PS - Prospective Staff Corps (unrestricted line) LL - Limited duty officer (in support of the <b>unrestricted</b> line) LR - Limited duty officer (in support of the restricted line) <b>LS</b> - Limited duty officer (in support of the Staff Corps) WL - Warrant Officer (in <b>support</b> of the <b>unrestricted line</b> ) WS - Warrant <b>officer</b> (in support of the restricted <b>line</b> ) CE - <b>Civil</b> Engineer Corps Pc - supply corps	235-236	2A	X	X	X		
37, Year and Month of Officer Mandatory Removal Date	Enter the YYMM part of the date that an individual must be removed from active status due to mandatory Service, grade, and age criteria. Report actual year and month, even if it is beyond 1999, If not <b>applicable</b> , set I -6666. If unknown, set I -9999, (Use “not applicable” for <b>PJ</b> and PK.)	237-240	4N	X	X	X		
38, Command Status of Commissioned Officer	That status applies to all commissioned officers who are qualified to <b>serve</b> as a unit commander regardless of administrative and/or function pay. If not <b>applicable</b> , set I - <b>6</b> . If unknown, set I -9.	241	IN	X				

CODING INSTRUCTIONS - MASTER FILE DD-R(A)1147					APPLICABLE TO			
RECORD FIELD	DATA AND ITEM	ODING ND REMARKS	RECORD POSITION		SEL RES	IKK/ ING	SIBY RES	REL RES
38. Command Status of Commissioned Officer (cont'd)		Current an Pre co com anded	241		X			
39. Professional Military Educational Level		<p>The highest level of military education completed by an officer in residency, seminar, or correspondence. If not applicable, set I = 6. If none, set I = 8. If unknown, set I = 9. (Use "not applicable" for PJ and PK.)</p> <p>1 - <u>Senior Service School</u> - includes:</p> <p>National War College Industrial College of the Armed Forces Army War College Navy War College, Advanced Study and Naval Warfare (British) Royal College of Defense Studies North Atlantic Treaty Organization (NATO) Defense College Art of War Studies (Quantico) Canadian National Defense College Canadian Seminar in Foreign Policy, Department of State (DoS) Inter-American Defense College Air War College</p> <p>2 - <u>Intermediate Service School</u> - includes:</p> <p>Air Command and Staff College Army Command and General Staff College Naval War College, Command and Staff Naval War College, Command and Staff Interim Marine Corps Command and Staff College Spanish Naval War College French Naval War College Royal Naval Command and Staff College Royal Air Force Staff College Japanese Command and Staff College German General Staff College Indian National Defense Service Staff College</p> <p>3 - <u>Skill Progression School</u> - includes:</p> <p>Army Advanced Branch School Mar W rse</p>	242		X	X	X	

# CODING INSTRUCTIONS - MASTER FILE DD-RA(M)1 7

## APPLICABLE TO

RECORD FIELD	DATA ITEM	CODING AND REMARKS	RECORD POSITION	LENGTH CLASS	SEL DFC	IKR/ INC	SIBY DFC	REI DFC
39. Professional Military Education Level (cont'd)		Air Force Squadron Officer School Combined Arms and Services Staff School (CAS3)  4 = Initial Skill - includes:  Army Basic Course Marine Corps Basic School Navy Warfare Specialty Training	242	N	X	X	X	
40. Armed Forces Qualification Test (AFQT) Percentile Score (Enlisted Only)		Report AFQT percentile score, or equivalent. If the score on a classification test is available instead, convert classification test score to an AFQT percentile score and provide a description of the conversion method. Convert percentile scores of 100 to 99. If not applicable, set I = WW. If unknown, set I = ZZ.	243-244	2 AN	X	X	X	
41. Involuntary Call to Active Duty		Report only if individual was ordered to AD under 0 U. S. C., Chapter 39, (reference (b)).	245-246	2 AN	X	X		
42. Means of Initial Entry into Military Service for Enlisted Members		CI = Presidential Callup (10 U.S.C. 12304b) PM = Partial Mobilization (10 U.S.C. 12304)  Designates the "initial" entry into the United States Armed Forces, as an enlisted Service member. The data is intended to be a permanent record entry and should only change if an error is found. If not applicable, set I = W. If other, set I = X. If unknown, set I = Z. (Use "not applicable" for PJ and PK.)  A = Induction (any Service) B = Voluntary enlistment in a Regular component C = Voluntary enlistment in a Reserve component for service in a Regular component DEP, any Service, under 10 U.S.C. 12103 or, after November 1989, 10 U.S.C., 513 (reference (b)).  D = Voluntary enlistment in Reserve component, any Service, under Section 511 of reference (b). Excludes the DEP.	247	A	X	X	X	
43. Prior Service Status Indicator (Regular)		Prior Service (Regular). At point of latest accession to current component, report if individual has had prior service in the regular component of any Armed Force for 180 continuous days or more. If not applicable, set I = W. If unknown, set I = Z. (Use "not applicable" for PJ and PK.)	248	A	X	X	X	

# CODING INSTRUCTIONS - MASTER FILE DD-RA M)1147

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7730.54 (Encl 2)

RECORD FIELD	AND	DATA ITEM	CODING AND REMARKS	RECORD POSITION	LENGTH CLASS	SEL RFS	IKK/ INC	SIBY RFS	REL RFS	APPLICABLE TO
43.	Prior Service Status Indicator (Regular) (cont'd)		Y = Yes N = No	248	1 A	X	X	X		
44.	Prior Service Status Indicator (Selected Reserve)		Prior Selected Reserve Service. At point of latest accession to current component, report if individual has previously been a member of the Selected Reserve of any Armed Force during which period the member completed basic training or its equivalent. If not applicable set I = W. If unknown, set I=Z.  Y = Yes N = No	249	1 A	X	X	X		
45.	Length of Current Selected Reserve Agreement and/or Service Commitment		Length of current SELRES agreement/Service Commitment: The intent of this record field is to capture information on members that have incurred a specific obligation to serve in the Selected Reserve. For enlisted members this period may coincide with the period of enlistment in the Reserve or be for a shorter period. For officers and warrant officers this agreement may be made to qualify for educational assistance under the Montgomery GI Bill, etc. All non-prior service enlistees will have a specific Selected Reserve agreement.  Enter the code for the actual number of years Service member (officer and enlisted) agrees, or, is committed, to serve in the Selected Reserve. If indefinite, set I = V. If not applicable, set I = W. If unknown, set I = Z.	250	1 A	X				
46.	Assigned Military Unit Designator (Unit Identification Code (UIC))		Enter UIC of Reserve unit to which Service member is assigned. If UIC where Service member is actually performing duty is different, then, also enter data in record field 101. (Marine Corps	251-258	8 AN	X				

Code      Selected Reserve

A      0  
B      1  
C      2  
D      3  
E      4  
F      5  
G      6  
H      7  
J      8

CODING INSTRUCTIONS - MASTER FILE DD-RAM) 1147				APPLICABLE TO				
RECORD FIELD	DATA ITEM	CODING AND REMARKS	RECORD POSITION	DESIGNATION CLASS	SEL DEC	INM INC	SIDI DEC	KEI DEC
46. Assigned Military Unit Designator (Unit Identification Code (UIC))		to submit Reporting Unit Code (RUC) and Monitored Command Code (MCC), Air Force to submit PAS Code, Army to submit 6 position UIC.) An IMA shall carry the UIC of the unit to which they are assigned. If not applicable, set I = WWWWWWWWW. If unknown, set I = ZZZZZZZZ	251-258	AN	X			
47. States of the United and Countries (Unit Location)		Use only the State, territory, or country of the Service member's Reserve unit. IMAs shall carry the State code of the unit they augment on mobilization. If not applicable set I = WW. If overseas, set I = 88. If unknown, set I = 99.	259-260	2 AN	X			
48. National Zoning Improvement Plan (Unit ZIP Code reference (n))		Use only the ZIP Codes shown in the most recent edition of the "National ZIP Code Directory" (reference (n)) for the member's Reserve unit. Enter an APO or FPO for a unit in an overseas location. Use a five-digit ZIP Code with trailing zeros until nine-digit ZIP Codes become available. If not applicable, set I = WWWWWWWWW. If unknown, set I = ZZZZZZZZ.	261-269	9 AN	X			
49. Expiration Date of the Voluntary Separation Incentive (VSI), Special Separation Benefits (SSB), and Involuntary Separation Pay (ISP)		Provide the expiration date of the Reserve obligation under VSI or of the Ready Reserve obligation under SSB/ISP. ENTER: YYMMDD. If not applicable, set I = 666666. If unknown, set I = 999999.	270-275	6 N	X	X	X	
50. Defense Language Aptitude Battery Test Score		Enter a test score of 012 to 164. If not applicable, set I = 666. If unknown, set I = 999. (Use "not applicable" for PJ and PK.)	276-278	3 N	X	X		
51. First Language Identifier		A language in which an individual possesses proficiency. (Report the language, other than English, in which an individual has the highest proficiency level, based on the Defense Language Proficiency Test (DPLT). If not applicable, set I = WW. If unknown, set I = ZZ. (Use "not applicable" for PJ and PK.)	279-280	2 N	X	X		
52. Speaking Proficiency Level, First Language		The demonstrated degree of speaking skill of an individual as determined by a language examination. (See record field 51.) If not applicable, set I = 66. If unknown, set I = 99. (Use "not applicable" for PJ and PK.)	281-282	2 N	X	X		
53. Listening Proficiency Level, First Language		The demonstrated degree of listening skill of an individual as determined by a language examination. (See record field 51.) If not applicable, set I = 66. If unknown, set I = 99. (Use "not applicable" for PJ and PK.)	283-284	2 N	X	X		

# CODING INSTRUCTIONS - MASTER FILE DD-RA(M)1147

RECORD FIELD AND	DATA ITEM	CODING AND REMARKS	RECORD POSITION	LENGTH CLASS	SEL RES	IKW/ INC	SIDY RES	KEY RES
54. Reading Proficiency Level, First Language		The demonstrated degree of reading skill of an individual as determined by a language examination. (See record field 51.) If not applicable, set I - 66. If unknown, set I = 99. (Use "not applicable" for PJ and PK.)	285-286	2 N	X	X		
55a. Separation Incentive Benefit Pay Indicator (Active to Reserve) (cont'd)		To account for benefits received by active component member transferred to the Reserve component under the Voluntary/Involuntary Separation Program. Enter the following code:  V = Voluntary Separation Incentive (VSI) (Section 1175 of 10 U.S.C., reference (b)) S = Special Separation Benefits (SSB) (Section 1174a of 10 U.S.C., reference(b)) P = Involuntary Separation Pay (ISP) (Section 174 of 10 U.S.C., reference (b))  If not applicable, set I = W.  To account for benefits received by Reserve component members under the Reserve transition program. Enter the following code:  R = Special Separation Pay (involuntary separation) V = Special Separation Pay (voluntary separation) Q = Early Qualification for retired pay at age 60 (involuntary separation) E = Early Qualification for retired pay at age 60 (voluntary separation) L = Separation pay (6-15 years of service) M = Early Qualification for Reserve Retirement- Medically Disqualified Members of the Selected Reserve. X = Other W = Not applicable Z = Unknown	287	A	X	X	X	
55b. Separation Incentive Benefits/Pay Indicator (Reserve Transition)			288	A	X	X	X	
56. Language Proficiency Source, First Language		Main origin of skill in a language. Enter one character code. If not applicable, set I = W. If unknown, set I = Z. (Use "not applicable" for PJ and PK.)	289	1 A	X	X		
57. Year and Month of Last Proficiency Test of First Language		The YYMM part of the evaluation date of an individual's last proficiency test in a first language. ENTER: YYMM. If not applicable, set I = 6666. If unknown, set I = 9999. (Use "not applicable" for PJ and PK.)	290-293	4 N	X	X		

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CODING INSTRUCTIONS DD-RA(M) 1147				APPLICABLE TO				
RECORD FIELD	DATA AND ITEM	CODING AND REMARKS	RECORD POSITION	LENGTH CLASS	SEL RES	IRK/ ING	SIDI RES	REL RES
58.	La	A language in which an individual possesses proficiency. (Report the language, other than English, in which an individual has the second highest proficiency level, based on the Defense Language Proficiency Test (DPLT).) If not applicable, set I = WW. If unknown, set I = ZZ. (Use "not applicable" for PJ and PK.)	294-295	2 A	X	X		
59.	Speaking Proficiency Level, Second Language	The demonstrated degree of speaking skill of an individual as determined by a language examination. (See record field 58). If not applicable, set I = 66. If unknown, set I = 99. (Use "not applicable" for PJ and PK.)	296-297	2 N	X	X		
60.	Listening Proficiency Level, Second Language	The demonstrated degree of listening skill of an individual as determined by a language examination. (See record field 58). If not applicable, set I = 66. If unknown, set I = 99. (Use "not applicable" for PJ and PK.)	298-299	2 N	X	X		
61.	Reading Proficiency Level, Second Language	The demonstrated degree of reading skill of an individual as determined by a language examination. (See record field 58). If not applicable, set I = 66. If unknown, set I = 99. (Use "not applicable" for PJ and PK.)	300-301	2 N	X	X		
62.	Filler	Reserved for future use. Report "not applicable," set I = 66.	302-303	2 N				
63.	Language Proficiency Source, Second Language	Main origin of skill in a language. If not applicable, set I = W. If unknown, set I = Z. (Use "not applicable" for PJ and PK.)	304	1 A	X	X		
64.	Year and Month of Last Proficiency Test of Second Language	The YYMM part of the evaluation date of an individual's last proficiency test in a second language. ENTER: YYMM. If not applicable, set I = 6666. If unknown, set I = 9999. (Use "not applicable" for PJ and PK.)	305-308	4 N	X	X		
65.	Third Language Identifier	A language in which an individual possesses proficiency. (Report the language, other than English, in which an individual has the third highest proficiency level, based on the Defense Language Proficiency Test (DPLT).) If not applicable, set I = WW. If unknown, set I = ZZ. (Use "not applicable" for PJ and PK.)	309-310	2 A	X	X		
66.	Year and Month, Reserve Component Incentive Program Eligibility Effective Date	Enter the YYMM part of the date that an individual became eligible for a Reserve Incentive Program component bonus or stipend under the Reserve Incentive Program. ENTER: YYMM If not applicable, set I = 6666. If unknown, set I = 9999. (Use "not applicable" for PJ and PK.)	311-314	4 N	X	X		



CODING INSTRUCTIONS - MASTER FILE D-RA(M)1147

APPLICABLE TO

RECORD FIELD AND	DATA ITEM	CODING AND REMARKS	RECORD POSITION	LENGTH CLASS	SEL RES	IRR/ ING	STBY RES	RET RES
67. Reserve Component Incentive Program Type)		Enter the type of Reserve component bonus or stipend for any member of the Ready Reserve, who is appointed, enlists, reenlists, affiliates, or extends in a Ready Reserve Incentive Program, If not applicable, set <b>I - W</b> . If unknown, set I - Z. (Use "not applicable" for <b>PJ</b> .)  A - Enlistment bonus (3-year, PS only). B - Enlistment bonus (6-year, PS only), C - Enlistment bonus (6-year, <b>NPS</b> only). D - Enlistment bonus (converted from educational assistance) E - Reenlistment bonus (3-year, Selected Reserve). F- Reenlistment bonus (6-year, Selected Reserve). G - Reenlistment bonus (3-year, <b>IRR</b> ). H - Reenlistment bonus (6-year, <b>IRR</b> ). J - Affiliation bonus (18-months or less <b>left on MSO</b> ). K - Affiliation bonus (18-months or more <b>left on MSO</b> ). L - Stipend under HPSP (health professionals, officers ONLY). M - Health Professional Stipend Program for Reserve Service (health professional, officers ONLY) FY 1988. N - Eligibility suspended - Service member has been granted a period of authorized non-availability (missionary). P - Eligibility suspended - Service member has been granted a period of authorized non-availability (all others). Q - Eligibility reinstated - Service member reaffiliates with Selected Reserve following a period of authorized non-availability. R - Enlistment bonus (3-year Selected Reserve). S - Enlistment bonus (6-year Selected Reserve)	315	1A	X	X		
68. Reserve component Incentive Program Educational Type		Enter the type of Reserve component educational incentive for a member of the Ready Reserve who is appointed, enlists, reenlists, affiliates, or extends in a Ready Reserve Incentive Program. That does not include the Montgomery <b>G.I. Bill (MGIB)</b> , (10 <b>U.S.C.</b> Chapter 106, reference (b)), If not applicable, set <b>I - W</b> . If unknown, set I -Z. (Use "not applicable" for <b>PJ</b> .)  A - Educational assistance (other than <b>MGIB</b> , Chapter 106 of reference (b)). B - Educational assistance (converted from bonus). C - Educational loan repayment (enlisted only) assistance. D - Educational loan repayment (health professionals, officers only).	316	1 A	x	X		

CODING INSTRUCTIONS - MASTER FILE DD-KA(M 114 /					APPLICABLE TO				
RECORD FIELD	DATA AND ITEM	CODING AND REMARKS	RECORD POSITION	LENGTH CLASS	SEL DEC	IKK/ INC	SIBY DEC	RET DEC	
69a. Year and Month Reserve Component Incentive Program Eligibility Terminated		Enter the YYMM part of the date that the individual's eligibility for a Reserve component bonus or stipend was terminated under the Reserve Component Incentive Program. Left justify the date with zero fill. If not applicable, set I = 6666. If unknown, set I = 9999. ENTER: YYMM. (Use "not applicable" for PJ.)	317-320	4 N	X	X			
69b. Filler		Reserved for future use. Report not applicable I = WW.	321-322	° A 4	X				
70. MGIB Enrollment Status (Title 38, U.S.C., Chapter 30, reference (k))		Title 38 U.S.C. Chapter 30, and DoD Directive 1322.16 (references (k) and (o)). If not applicable, set I = W. If unknown set I = Z.  0 = No reported enrollment status 1 = Ineligible - Service member first entered on AD before July 1, 1985. 2 = Enrolled - Service member has not executed a declination of enrollment. 3 = Ineligible - after December 31, 1976, Service member received a commission as an officer upon graduation from a Service academy or completion of a ROTC scholarship educational assistance program. 4 = Enrolled - Service member on AD for a period of obligated service of less than 3 years. 5 = Enrolled - Service member on AD for a period of obligated service of 3 years or more. 6 = Ineligible - Service member declined enrollment. G = Enrolled during open period - Service member on AD for a period of obligated service of less than 3 years. H = Enrolled during open period - Service member on AD for a period of obligated service of 3 years or more. J = Enrolled - Service member enrolled under an involuntary ara Ed be EAP M y K = ed be separation program and entered during VEAP era L = Enrolled - Service member enrolled under voluntary separation incentive (VSI) and did not enter during VEAP era. (Member may have been previously enrolled in the MGIB Program.) M = Enrolled - Service member enrolled under the VSI and entered during VEAP era.	323	AN					

CODING INSTRUCTIONS - MASTER FILE D-RA(M)1147					APPLICABLE TO			
RECORD FIELD AND	DATA ITEM	CODING AND REMARKS	RECORD POSITION	LENGTH CLASS	SEL RES	IRR/ ING	STBY RES	RET RES
70. MGIB Enrollment Status (Title 38, U.S.C., Chapter 30, reference (k)) (cent'd)		N - Enrolled - Service member enrolled under <b>special</b> separation benefit ( <b>SSB</b> ) and did not enter during VEAP era. (Member may have been previously enrolled in the <b>MGIB</b> Program.) P - Enrolled - Service member enrolled under the SSB and entered during the <b>VEAP</b> era.	323	1 AN	x			
71. MGIB Monthly Authorized Increased Basic Allowance Amount (Kicker), (Title 38, U. S. C., Chapter 30 (reference (k))		If not applicable, set I - W. Includes Army College Fund and Navy Sea College. ENTER Amount code from specific Service.	324	I AN	x			
72. Filler		Reserved for future use. Report as not applicable, set 1-6.	325	IN				
73. Date of Declaration of MGIB Enrollment, Chapter 30 of reference (k)		The date a Service member accepts or declines enrollment in the Active component <b>MGIB</b> (reference (k)). If not applicable, set I -666666. <b>If</b> unknown, set <b>I</b> -999999. <b>ENTER:</b> YYMMDD.	326-331	6N	x			
74. Filler		Reserved for future use. Report as not applicable, set 1-666666.	332-337	6N			x	x
75. Key Employees		Report key employees in the Standby Reserve on Active and Inactive Status and those on Reserve Retired Status, per (DoD Directive 1200.7), reference (j). If not applicable, set <b>I</b> - W. If unknown, set I - Z. Enter C - key employee.	338	1A				
76. MGIB Eligibility Status Title 10, U.S.C. Chapter 106 (reference (b))		Chapter 106 of reference (b) and DoD Instruction 1322.17 (references (p)). If not applicable, set <b>I</b> - W. If unknown, set <b>I</b> - <b>Z</b> .  ELIGIBLE  F- Eligible - meets the eligibility criteria under reference (b).  R - Eligible - disability not the result of individual's willful misconduct.	339	1A	x			

CODING INSTRUCTIONS - MASTER FILE DD-RA(M)1147

APPLICABLE TO

RECORD NUMBER	DATA	CODING AND REMARKS	RD POSITION	CLASS	DDG DEC	ARR/ INC	DDG DEC	DDG DEC
76. MGIB Eligibility Status Title 10, U.S.C. Chapter 106 (reference (b)) (cont'd)	<p><b>INELIGIBLE:</b></p> <p><b>A</b> - Ineligible - Service member has completed the course of instruction required for the award of a baccalaureate or equivalent degree and has not executed a 6-year obligation in the Selected Reserve after September 30, 1990. No longer used for personnel accessed on or after September 30, 1990. This code becomes not applicable for members of the SELRES effective July 1, 1994. (Used for historical purposes.)</p> <p><b>B</b> - Ineligible - Service member in receipt of an ROTC scholarship.</p> <p><b>C</b> - Ineligible - Service member has not executed a 6-year enlistment/reenlistment or extension of service in the Selected Reserve after June 30, 1985.</p> <p><b>D</b> - Ineligible - Service member has executed a 6-year enlistment/reenlistment or extension of service in the Selected Reserve after June 30, 1985, but has not completed IADT as prescribed by the Secretary of the Military Department (includes split training option).</p> <p><b>E</b> - Ineligible - Service member did not receive a secondary school diploma (or equivalency certificate) before completion of IADT (NPS) or before execution of a 6-year enlistment/reenlistment or extension of service in the Selected Reserve. (PS).</p> <p><b>G</b> - Ineligible - correction of erroneous report of eligibility. No recoupment required.</p> <p><b>S</b> - Ineligible - Eligibility terminated FTS and/or AGR who gained entitlement to the MGIB, on or after, November 29, 1989, are not eligible for Chapter 106 of reference (b).</p> <p><b>ELIGIBILITY TERMINATED:</b></p> <p><b>H</b> - Eligibility terminated - Service member has been determined to be an unsatisfactory participant or performed</p>							

CODING INSTRUCTIONS - MASTER				DD-RAM 114 /				APPLICABLE TO			
RECORD ITEM	DATA ITEM	CODING AND REMARKS	RECORD POSITION	RECORD CLASS	DEL DEC	IRM INC	SID DEC	REL DEC			
76. MGIB Eligibility Status Title 10, U.S.C. Chapter 106 (reference (b)) (cont'd)		<p>- Eligibility terminated - Expiration of 10 year eligibility period.</p> <p>J - Eligibility terminated - Service member has completed a course of instruction required for the award of a baccalaureate degree or equivalent degree and has not executed a 6-year obligation in the Selected Reserve after September 30, 1990. Not utilized for personnel who were accessed after September 30, 1990. Code obsolete effective July 1, 1994.</p> <p>K - Eligibility terminated - Service member in receipt of an ROTC scholarship.</p> <p>L - Eligibility terminated - Service member died, Service member separated, or transferred from the Selected Reserve.</p> <p>ELIGIBILITY SUSPENDED:</p> <p>M - Eligibility suspended - Service member awaiting final determination of unsatisfactory participation or performance.</p> <p>N - Eligibility suspended - Service member has been granted a period of authorized non-availability (missionary), up to 3 years.</p> <p>P -           pe           be    be    granted a               od               of up to one</p> <p>ELIGIBILITY REINSTATED:</p> <p>Q - Eligibility reinstated - Service member has reaffiliated with the Selected Reserve following a period of authorized non-availability.</p> <p>Report the eligibility start date stated in Block 10, of the DD Form 2384, "Educational Assistance Program (GI Bill) Notice of Basic Eligibility (NOBE)." If not applicable, set I = 666666. If unknown, set I = 999999. ENTER: YMMDD.</p>	339	A	X						
77. MGIB Eligibility Start Date. Chapter 106 of reference (b)			340-345	6 N	X						

CODING INSTRUCTIONS - MASTER FILE DD-FM (M114)				APPLICABLE TO				
RECORD	DATA	CODING AND REMARKS	POSITION	CLASS	SEL RES	INR/INC	DATA RES	DATA RES
78. MGIB Eligibility Stop Date. Chapter 106 of reference (b)		If not applicable, set I = 666666. If unknown, set I = 999999. ENTER: YYMMDD. If record field 76 (MGIB eligibility status) = H, I, J, K, L, M, N, or P.	340-351	0 N	A			
79. Months of Reserve Component MGIB, Obligated Service remaining. Title 10, U.S.C. Chapter 106 (reference (b))		Months of MGIB obligated service remaining at termination or suspension of Reserve component MGIB eligibility (reference (b)). If not applicable, set I = WW. If unknown, set I = ZZ. ENTER: 00 - 72.	352-353	2 AN	X			
80. Date of Execution of a year Service Obligation of a Selected Reserve Member (MGIB) (reference (b))		Reporting requirement applies to all Selected Reserve Members. If not applicable, set I = 666666. If unknown, set I = 999999. ENTER: YYMMDD.	354-359	6 AN	X			
81. Effective date of Current Enlistment, Reenlistment, or Extension of Enlistment Agreement		Reporting requirement applies to enlisted personnel. Report effective date. If unknown, set I = 999999. If not applicable, set I = 666666. ENTER: YYMMDD. (Use "not applicable" for PJ).	360-365	6 N	X	X	X	
82. MGIB Benefit Recoupment Status Chapter 106 (reference (b))		Report recoupment status at termination of eligibility. If not applicable, set I = 6. If unknown, set I = 9. 1 = Recoupment not required 2 = Recoupment required, not waived 3 = Recoupment required, waived	366	1 N	X			
83. Total Days Active Federal Military Service		Enter the total number of days of active Federal Service to include AD, temporary tours of AD (TTAD), AD for training (ADT), annual training (AT), IADT, active duty for special work (ADSW), AD for support, and TEMAC active duty man-days. Reporting for AGR personnel is optional. If not applicable, set I = 666666. If unknown, set I = 99999. (Use "not applicable" for PJ and PK).	367-371	5 N	X	X	X	X
			372-373	2 N	X	X	X	
			374-375	3 N	X	X	X	X

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CODING INSTRUCTIONS - MASTER FILE D-KA(M) 114 /				APPLICABLE TO			
REMARKS	DATA	OD N	ND REMARK	RD		R/	
ND	M						
84. Number of Years Creditable for Reserve Retirement			Enter number of years creditable toward Reserve retirement; e.g. 50 points, or more, for a satisfactory year, under Section 12731 of 10 U.S.C. (reference (b)). Reporting for AGR personnel is optional. If not applicable, set I = 66. If unknown, set I = 99. (Use "not applicable" for PJ and PK.)	3 / 2-3 / 3	2 N	^	^
85. Reserve Component Accumulated Total Creditable Retirement Points Earned Last Retirement Year			Report annually on September file. Enter total Reserve component retirement points (to be used in the retirement calculations) earned by an individual during the most recently completed retirement and/or retention year as of the end of the FY. (Chapter 67 of 10 U.S.C. reference (b)) Reporting for AGR personnel is optional. If not applicable, set I = 666. If unknown, set I = 999. (Use "not applicable" for PJ and PK.)	374-376	3 N	X	X
86. Reserve Component Total Number of Accumulated Paid Points Earned This Year.			Report annually on September file. Enter total Reserve component points paid points earned by the individual during the most recently completed retirement and/or retention year, as of the end of the FY. "Paid" refers to any point for which the Service member received basic pay, whether creditable or not creditable toward retirement. (Chapter 67 of reference (b)) Reporting for AGR is optional. If not applicable, set I = 666. If unknown, set I = 999. (Use "not applicable" for PJ and PK.)	377-379	3 N	X	X
87. Reserve Component Total Number of Accumulated Creditable Points Earned During Career Toward Retirement			Report annually on September file. Enter Reserve component career total points earned by an individual creditable toward retirement through the most recently completed retirement and/or retention year, as of the end of the FY (Chapter 67 of reference (b)). Reporting for AGR personnel is optional. If not applicable, set I = 66666. If unknown, set I = 99999. (Use "not applicable" for PJ and PK.)	380-384	5 N	X	X
88. Notification of Eligibility for Military Retirement Pay Indicator			Indicates that an individual has, or has not, been issued notification of eligibility for retired pay on completion of all requirements by Section 12731(d) of reference (b) and DoD Directive 1200.15 (reference (q)). Reporting for AGR personnel is optional. The synonymous name is "20-year letter indicator." If unknown, set I = 9. If not applicable, set I = 6. (Use "not applicable" for PJ and PK.)	385	Z	X	X
89. Date of Transfer to the Retired Component			0 = Notification of eligibility for retired pay not issued. 1 = Notification of eligibility for retired pay issued.  The date a Service member reported in the RCCPDS was	386-391	6 N		X

CODING INSTRUCTIONS - MASTER FILE DD-RA(M)1147					APPLICABLE TO			
RECORD FIELD AND DATA ITEM	CODING AND REMARKS	RECORD POSITION	LENGTH CLASS	SEL RES	IRR/ING	STBY RES	RET RES	
89. Date of Transfer to the Retired Reserve (cent'd)	applicable, set I = 666666. If unknown, set 1-999999. ENTER YYMMDD: (Use “not applicable” for PJ and PK.)	386-39 i	6N				X	
90. Date of Transfer to the Standby Reserve	The date a Service member was transferred to the Inactive Standby Reserve (10 U.S.C. 1209, reference (b)). If not applicable, set I = 666666. If unknown, set 1-999999. ENTER YYMMDD.	392-397	6N		X			
91. Privacy Program reference (d) Disputed Record Indicator	Indicates if the individual has filed a statement of disagreement as provided by the Privacy Program (DoD 5400.1 I-R, reference (d)), regardless of informational item in dispute.  1 -No statement of disagreement filed. 2 = A statement of disagreement filed.	398	IN	X	X	X	X	
92. Transaction Codes	Leave blank for master record.	399-400	2 AN					
93a. Separation Codes	Leave blank for master record	401-404	4 AN	X				
93.b. Transition Indicator Involuntary Separation	To indicate member involuntarily separated or transferred from Selected Reserve and eligible for transfer assistance, enter code T, If not applicable, set I - W.	405	1A	X				
94. Transaction Effective Date	Leave blank for master record.	406-41 i	6N					
95. Reenlistment Eligibility Code	Leave blank for master record.	412-413	2 AN					
96. Future Years Defense Plan (FYDP) program Structure (Program Element Code (PEC))	That code structure (DoD 7045.7-H, reference (r)) identifies units, resources and personnel related to a specific mission or weapons system. One code should identify all individuals in a unit. IMAs shall carry the PEC of the unit to which they are assigned. If not applicable, set I = WWWWWWWW. If unknown, set I - ZZZZZZZZ.	414-421	8 AN	X				
97. Service Occupation Code (Secondary)	Enter up to eight most significant characters indicating the secondary military skill held by the individual. Include a prefix or suffix only, if space permits. Report Army enlisted MOS, skill level, SQI and ASI, Army warrant officer MOS, SQI, and ASI, Army officer AOC and next four characters, Navy enlisted rating and secondary NEC, Navy officer secondary subspecialty, Marine Corps MOS, Air Force AFSC, Coast Guard officer	422-429	8 AN	X	X	X	X	



CODING INSTRUCTIONS - MASTER FILE DD-RAM 1147

APPLICABLE TO

RECORD FIELD AND	DATA ITEM	CODING AND REMARKS	RECORD POSITION	LENGTH CLASS	SEL RES	IRR/ ING	STBY RES	RET RES
97.	Service Occupation Code (Secondary) (cent'd)	experience indicator, and Coast Guard officer experience indicator, and Coast Guard enlisted rating and qualification Code. (Left justify.) If not applicable, set I - <b>WWWWWWW</b> . If unknown, set I - <b>ZZZZZZZ</b> . (Use "not applicable" for PJ and PK.)	422-429	8 AN	x	X	x	X
98.	Career Management Field (CMF), Enlisted	Report for Army National Guard and Reserve. If not applicable, set I - <b>66</b> . If unknown, set I - <b>99</b> .	430-431	2N	x	x	x	x
99.	Date of Expiration of Selected Reserve Obligation	Report the expiration of an individual's Selected Reserve obligation. ENTER <b>YYMMDD</b> . If unknown, set I -999999. If not applicable, set I -666666.	432-437	6N	x			
100.	Reason for Loss/Transfer from Selected Reserve	Leave blank for Master Record.	438-439	2A				
101.	Duty Military Unit Designator (Unit Identification Code)	Enter " <b>UIC</b> " of Reserve unit where Service member is actually performing duty, (Can be different from "unit member is assigned to" - see record field 46). IMAs shall carry the <b>UIC</b> of the unit where they perform duty/training. (Marine Corps to submit RUC and MCC, Air Force to submit PAS code, Army to submit 6 position <b>UIC</b> ). If not applicable, set I - <b>WWWWWWW</b> . If unknown, set I - <b>ZZZZZZZ</b> .	440-447	8 AN	x			
102.	Filler	Reserved for future use. Report as not applicable, set I - <b>WWW</b> .	448-450	3 AN				
		<b>General Note for Personnel Processing this Report:</b> <b>Standardization</b> of data elements and coding must be accomplished in accordance with DoD 8320.1 (reference (f)), DoD 8320. I-M (reference (g)), and DoD 8320. I-M-1 (reference (h)), Non-compliance with approved standards shall make the organization that fails to comply responsible for required concessions in database communication. Cost of data conversions shall be borne by the organization whose category of data element lacks precedence.						

TRANSACTION AND EDITING PROCEDURES  
FOR SUBMISSION TAPES

A. TRANSACTION CONCEPT

1. All transactions flowing into the **RCCPDS** from the Reserve components apply to gains and losses (including transfers, reenlistments, and extensions) . Report the appropriate Reserve Component Category (RCC) Designator and Component Training/Retirement Category (TRC) Designator for all transactions, as follows:

a. For accessions, use codes for gaining categories listed in record field 92a.

b. For transfers, use codes for categories to which transferred listed in record field 92.d.

c. For losses, use codes for categories from which loss occurred listed in record field 92.b.

2. The following conditions show examples of acceptable transaction practices:

a. When a Service member is transferred from the IRR to the Standby Reserve, submit a transfer transaction (i.e., TN).

b. If a Service member transfers from one State to another, and continues as a Selected Reservist of the same Reserve component, submit no transaction.

c. If a Service member is transferred from the **IRR**, **ING**, Standby, or Retired to the Selected Reserve, submit a transfer transaction. Do not submit a corresponding loss transaction for the decrease in IRR strength.

d. A loss to the Reserve component shall only be reported if a change from Reserve component appropriations to Active component appropriations occurs. That does not apply to Reserve component members performing duty for 180 days, or less, in support of an Active component mission that is being funded through Active component appropriations. Reserve component members shall be reported in **RCCPDS** in their current Reserve Component **Category** while performing that duty.

3. The occurrence of multiple transactions during a single reporting period is unusual. However, those must be reported against the same period in the same update cycle. The following conditions shall apply:

a. Include only valid gains, losses, transfers, reenlistments, and extensions.

b. Do not report record corrections resulting from erroneous gains, losses, reenlistments, or extensions. For example, if an erroneous "loss" is processed and then a corresponding "gain" is initiated during the same reporting cycle, do not report those transactions.

c. Ensure that the transaction effective dates of the various transactions are different.

## B. EDIT CONCEPT

All data submitted to the RCCPDS must be edited by the Reserve components for validity, reliability, and consistency before submission to ensure that the Reserve component strengths match the official strengths produced from the RCCPDS. At the Department of Defense, all master files and transaction inputs are edited before file update to ensure the accuracy of files and resulting reports. Use the following edit procedures to screen all input:

### 1. Master Files

#### a. Duplicate SSN 'n a Reserve Component' Submission

When a duplicate SSN is found, accept the first occurrence and reject subsequent occurrences.

#### b. Duplicate SSN's Between Reserve component Files

That procedure checks for duplication among Reserve components. It is applied after files are updated and does not result in rejects. As agreed to by the Reserve components, the DMDC shall provide each Reserve component periodic output from the RCCPDS to assist in reconciling errors. This periodic output, to the maximum extent, reduces the incidence of duplication, and encourages cooperation among the Reserve components.

### 2. Transactions

a. Gains and Transfers. Check all gain and transfer transactions for Service member's status on last month's master file (previous month's submission).

(1) A gain from outside the Reserve component is valid only if the Service member's record did not exist on the Reserve component's last month's master file. If the Service member's record already exists on last month's master file, the transaction shall be rejected and not be counted.

(2) A transfer from inside the Reserve component (i.e., from IRR to Selected Reserve) is valid if the Service

member's record existed on the Reserve component's last month's master file. If that condition is not satisfied, the transaction shall be rejected and not be counted.

b. Losses. All current loss transactions are also reviewed about a Service member's status on last month's master file. A loss to the Reserve component is valid only if the Service member's record previously existed. If not, the loss transaction shall be rejected and not counted.

c. Gain or Loss. Where simultaneous gain and loss, and reenlistment or extension transactions occur against the same record (SSN) during one reporting period, count each transaction.

d. Reenlistment or Extension. A reenlistment or extension transaction is acceptable to the RCCPDS if the record identifies the Service member as a Reservist and that record is in the Reserve component's master file of the previous month. When those conditions cannot be validated, the transaction shall be rejected and not counted.

3. Master File and Transaction File. Standard validity checks are made on all master file and transaction inputs to ensure that they conform to the code structure in Section 3 of this Instruction. For example, if a "GA" transaction were submitted, it would reject because its second character is "ALPHA" and the procedure requires a "NUMERIC" second character. Validity errors of the 100 percent critical data items in a record shall cause rejection of the entire record.

#### 4. Master File and Transaction File Relationship.

a. During the month's reporting cycle, each gain, loss, reenlistment, extension, and/or transfer transaction shall have a corresponding impact on the master file for the same period. The following relationships exist:

(1) When a gain transaction is submitted, report a master file record on that Service member during the same cycle.

(2) When a loss transaction is reported, eliminate the master file record showing the Service member as a Reservist.

(3) When a reenlistment or extension transaction is submitted, the corresponding master file for the same period must reflect the individual as being in a Reserve component.

(4) When a transfer transaction occurs, the corresponding master file for the same period must reflect the individual as being in the new Reserve component category.

b. All transactions that cannot satisfy the relationships in **4.a.1-4** to the current master file shall be rejected and not counted.

CODING INSTRUCTIONS - TRANSACTION FILE DD-RA(M)1148

RECORD	DATA	CODING AND DEMARKS	RECORD POSITION	CLASS	RES	ING	RES	RES	APPLICABLE TO
2. File		The transaction file is identified by the RCS DD-RA(M)1148. That RCS shall be used to report gains, transfers, losses, and reenlistments and/or extensions for members of the Reserve.  In ad      ast record      trans      rec tran      ode      and the tran date	1-450	450 AN	X	X	X	X	
9 . Master Record		The first 398 positions of data for the transaction record will be identical to the Master Record (see enclosure 2).	1-398	398 AN	X	X	X	X	
92. Transaction Codes		For gains to the Reserve components (for both officers and enlisted)  G1 - NPS: an individual from civilian status who has never served previously in an Active or Reserve component, and has not received credit toward fulfillment of his or her Military Service Obligation (MSO). G3 - From civil life (prior service). G4 - Direct from active duty (AD) to the Reserve components. G5 - Gain from another Reserve component (i.e. the USNR to the USAFR, the USAR to the ARNG, etc.). G7 - Other gain. G8 - From enlisted to officer status or vice versa (shall appear as a gain in the officer file and a loss in the enlisted file, or vice versa). G0 - Reenlistment gain: Individuals with a break in Service of more than 24 hours, but less than 91 days, who have reenlisted. That transaction assumes the individual was a previous loss to strength.  For losses from the Reserve components (for both officers and enlisted).  L1 - Discharged to civil life (a final or complete discharge, which severs all contractual service or statutory obligations).	399-400	2 AN	X	X	X	X	
a. auns									
b. Losses									

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CODING INSTRUCTIONS - TRANSACTION FILE DD-RA(M)1148					APPLICABLE TO			
RECORD FIELD AND	DATA ITEM	CODING AND REMARKS	RECORD POSITION	LENGTH CLASS	SEL RES	IRR/ING	STBY RES	RET RES
b. Losses (cent'd)		L2 -To extended active duty (EAD) any Service only if change from Reserve appropriations to Active component appropriations. L3 - Loss to another Reserve component (i.e. the USNR to the <b>USMCR</b> , the ANG to <b>USCGR</b> , etc.). L7 - Death <b>L8</b> - From enlisted to officer status, or vice versa (shall appear as a "loss" in the enlisted <b>file</b> and a "gain" in the officer <b>file</b> or vice versa). LO - Other losses which cannot be <b>classified</b> into the above codes.						
c. Reenlistments and/or Extensions		For <b>immediate</b> (in 24 hours) reenlistment ardor extensions in the Reserve components,  <b>DEFINITION - A</b> reenlistment occurs when an individual immediately reenlists (in 24 hours) on expiration of his or her Service <b>contract</b> , or <b>agreement</b> , or reenlists before the expiration of his or her Service contract, or <b>agreement</b> , in the same Reserve component. An extension occurs when an individual <b>voluntarily</b> extends his or her service <b>contract</b> , or agreement in <b>writing</b> beyond its normal expiration date. A break in Service of over 24 hours but less than 91 days, is to be <b>counted</b> as a PS gain (reenlistment) and should be reported with a gain code of "G0."  M1 = Immediate <b>reenlistment</b> M2 - Extension of current enlistment contractor agreement.	399-400	2 AN	x	x	x	
d. Transfers		For intracomponent transfers between Reserve categories.  TA - Selected Reserve (other than AGR) to AGR <b>TB</b> - Selected Reserve (other than AGR) to <b>IRR</b> TC - Selected Reserve (other than AGR) to ING TD - Selected Reserve (other than AGR) to Standby <b>TE</b> - Selected Reserve (other than AGR) to Retired( <b>V2</b> ) <b>TF</b> - AGR to Selected (other than AGR)	399-400	2 AN	x	x	x	x

# **CODING INSTRUCTIONS - TRANSACTION FILE DD-RA(M)1148**

## **APPLICABLE TO**

RECORD FIELD AND	DATA ITEM	CODING AND REMARKS	RECORD POSITION	LENGTH CLASS	SEL RES	IRR/ ING	STBY RES	RET RES
d. Transfers (cent'd)		<p><b>TG - AGR to IRR</b>  <b>TH - AGR to ING</b>  <b>TJ - AGR to Standby</b>  <b>TK - AGR to Retired (V2)</b>  <b>TL - IRR to AGR</b>            TM- <b>IRR</b> to Selected (other than AGR)            TN - IRR to Standby  <b>TP - IRR</b> to Retired (V2)  <b>TQ - ING</b> to AGR            TR - <b>ING</b> to Selected (other than AGR)  <b>TU - Standby</b> to AGR            TV - Standby to Selected (other than AGR)  <b>TW = Standby</b> to <b>IRR</b>            TY - Standby to <b>Retired (V2)</b>  <b>TZ - Retired (V2) to</b> AGR  <b>T1 - Retired (V2) to</b> Selected (other than AGR)  <b>T2 - Retired (V2) to IRR</b>            T3 - Retired (V2) to Standby            PO - Retired (V2) transferred to retired status other than V2  <b>P1 - Selected Reserve</b> transferred to retired status other than V2  <b>P2 - AGR</b> transferred to retired status other than V2            P3 -RR transferred to <b>retired</b> status other than V2            P4 - Standby transferred to retired status other than V2</p> <p>For <b>intercomponent transfer</b> within the same Service</p> <p><b>N1 - Guard</b> to <b>Selected</b> Reserve in same service            N2 - Guard (other than AGR) to Reserve <b>IRR</b>            N3 - Guard (other than AGR) to Reserve-Standby for reason other than retirement            N4 - Guard (other than AGR) to Reserve-for the purpose of retirement            N5 - Guard AGR to Reserve <b>IRR</b>            N6 - Guard AGR to Reserve-Standby for reason other than retirement            N7 - Guard AGR to Reserve for the purpose of retirement</p>						

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CODING INSTRUCTIONS - TRANSACTION FILE DD-RA(M)1148

APPLICABLE TO

RECORD FIELD AND DATA ITEM	CODING AND REMARKS	RECORD POSITION	LENGTH CLASS	SEL RES	IRR/ ING	STBY RES	RET RES
e. Changes to Social Security Number or Name	Changes to an individual's SSN, or name, shall be submitted in an <b>abbreviated record</b> format consisting of:  Reserve component Old SSN Old name New name New SSN <b>Filler</b> Transaction Codes S 1 - change to Service <b>member's</b> SSN S2 - change to Service member's name Filler Transaction effective date <b>Filler</b>	399-400  1-2 3-11 12-38 39-65 66-74 75-398 399-400  401-405 406-411 412-425	2 AN	X	X	x	X
93a. Separation Codes	For use in describing losses from the Reserve component (for both officers and enlisted). Applicable to loss codes " <b>L1</b> " only, for all other transaction codes use <b>filler</b> , set I -9999.  1) Separation Program Designator ( <b>SPD</b> ) code 2) Character of Service	401-404  401-403 404	3AN 1A	x x	x x	x x	
93.b. Transaction Indicator Involuntary Separation	To indicate member involuntarily separated or transferred from Selected Reserve and eligible for transfer assistance, enter Code T. If not applicable, set I - W.	405	1A	x			
94. Transaction Effective Date	<b>The</b> effective date of a gain, <b>loss</b> , reenlistment, extension or transfer <b>in</b> the Reserve components. hat date supports the transaction code defined in <b>record</b> field 92 and would be submitted along with it. <b>ENTER: YYMMDD.</b>	406-411	6AN	x	x	x	X
95. Reenlistment eligibility Code	Report the reenlistment eligibility code. If not applicable, set <b>I - WW</b>	412-413	2 AN	x	x	x	
96. FYDP Program Structure (Program Element Code ( <b>PEC</b> ))	Leave blank for Transaction File.	414-421	8AN				

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CODING INSTRUCTIONS - TRANSACTION FILE DD-RA(M)1148				APPLICABLE TO			
RECORD - DATA FIELD AND ITEM	CODING AND REMARKS	RECORD POSITION	LENGTH CLASS	SEL. RES	IRR/ ING	STBY RES	RET RES
97. Service Occupation Code (Secondary)	Enter up to eight most significant characters indicating the secondary military skill held by the individual.  Include a prefix or suffix, only if space permits. Report Army enlisted MOS, skill level, SQI and ASI, Army warrant officer MOS, <b>SQI</b> and ASI, Army officer AOC and next four characters, Navy enlisted rating and secondary NEC, Navy officer secondary <b>subspecialty</b> , Marine Corps MOS, Air Force <b>AFSC</b> , Coast Guard officer experience indicator, and Coast Guard enlisted rating and qualification code. (Left justify). If not applicable, set I - ~. If unknown, set I - <b>ZZZZZZZZ</b> . (Not required for <b>PJ</b> and PK.)	422-429	8 N	x	X	x	X
98. Career Management Field ( <b>CMF</b> ), Enlisted	Report for <b>ARNG</b> . If not applicable, set I -66. If unknown, set I - <b>99</b> .	430-431	2N	x	x		
99. Date of <b>Expiration</b> of Selected Reserve Commitment	Report <b>the</b> end of an individual's Selected Reserve commitment. <b>ENTER: YYMMDD</b> . If unknown, set I -999999.	432-437	6N	x			
1(KL Reason for <b>Loss/Transfer</b> from <b>Selected Reserve</b>	Reporting requirements apply to all members of the Selected Reserve who transfer from the Selected Reserve to another RCC in either the same Reserve component, other Reserve or Active component or who are discharged. For Service members assigned a SPD reporting must be consistent with data reported in record field 92b of the Transaction File Coding Instruction. If other, set I - XX. If unknown, set I - <b>ZZ</b> . For individuals with unsatisfactory <b>performance/participation</b> report the following  UP- Unsatisfactory participation as defined in DoD Directive 1215.13 (reference (s)). US - Misconduct (to include misconduct for purely military offenses).	438-439	2A	x			
101. Duty Military, Unit Identification Code ( <b>UIC</b> )	Enter <b>UIC</b> of Reserve unit where Service member is actually performing duty (can be different from "unit member is assigned to" - see record field 46). <b>IMAs</b> shall carry the <b>UIC</b> of the unit they augment on mobilization. (Marine Corps to submit Reporting Unit Code ( <b>RUC</b> ) and Monitored Command Code	440-447	8 AN	x	x	x	x

CODING NSTRUCTIONS - TRANSACTION FILE DD-KA(M) 48											APPLICABLE TO			
RECORD FIELD	AND	DATA ITEM	CODING AND REMARKS		RECORD POSITION	LENGTH CLASS	SEL RES	IKK/ ING	SIBY RES	KEY RES				
101	Duty Military, Unit Identification Code (UIC) (cont'd)		(MCC)), Air Force to submit PAS code, Army to submit 6- position UIC). If not applicable, set = WWWWWWWWW. If unknown, set I = ZZZZZZZZ.		440-447	3 AN	X	X	X					
102.	Filler		Reserved for future use. Report I = WWW		448-450	3 AN								
<b>General Note for Personnel Processing this Report:</b> Standardization of data elements and coding must be accomplished in accordance with DoD 8320.1 (reference (f)), DoD 8320.1-M (reference (g)), and DoD 8320.1-M-1 (reference (h)). Non-compliance with approved standards shall make the organization that fails to comply responsible for required concessions in database communication. Cost of data conversions shall be borne by the organization whose category of data element lacks precedence.														

GENERAL SPECIFICATIONS FOR SUBMISSION TAPES

A. Submit magnetic tape files separately for each Reserve component within 20 calendar days of each month's end (as of date of the file). Each component's submission will consist of four files: An officer master file, an officer transaction file, an enlisted master file, and an enlisted transaction file.

B. Order each file by Social Security Number (field number 3), in ascending order, beginning with "001010001. " Additionally, sort transaction records with like SSNS on the ascending transaction effective date.

c. **Multifile** reels are permissible and preferred to reduce the volume of tape handling.

D. All tapes shall be extended binary coded decimal interchange code (EBCDIC), with standard IBM labels. Data set names (**DSN**) shall be seven positions without spaces or periods, as follows:

1. First position; Reserve component. Enter:

G = ARNG  
A = **USAR**  
N = USNR  
M = **USMCR**  
K = **ANG**  
F = USAFR  
P = **USCGR**

2. Second position; military personnel class. Enter:

O = Officer  
E = Enlisted

3. Third through sixth position, as of date. Enter:  
YYMM

4. **Seventh position; type of file**. Enter:

M = Master File  
T = Transaction File

E. Accompany all magnetic tape files with the computer-produced quality control edit. (See enclosures 6 and 7 for format. ) **The computer-produced edit may also serve as the letter of transmittal for the files.**

F. Mail all magnetic tape files and quality control edits to the address shown in subsection E.d.7. of the Instruction.

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QUALITY CONTROL EDIT - MASTER FILE DD-RA(M)1147

The format for each Master File (1147) Quality Control Edit Report is as follows (data is illustrative):

Reel Number: 123456  
Data Set Name: PE8//6M  
First Data Record: PE8//6M

TRAINING RETIRED CATEGORY	RESERVE COMPONENT CATEGORY								TOT
	<u>s</u>	<u>T</u>	<u>U</u>	<u>R</u>	<u>P</u>	<u>I</u>	<u>Y</u>	<u>V</u>	
A	5000								500
B		100							10
D							25		2
E				200					20
F			100						10
G	100								10
I						500			50
J					175				17
K					125				12
L									
N									
P			50						5
Q			100						10
S			25						2
T								25	2
u							15		1
x									
2									
	<u>5100</u>	<u>100</u>	<u>275</u>	<u>200</u>	<u>300</u>	<u>500</u>	<u>40</u>	<u>25</u>	<u>654</u>

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QUALITY CONTROL EDIT - TRANSACTION FILE DD-RA(M)1148

The format for each Transaction File (1148) Quality Control Edit Report is as follows (data is illustrative):

Reel Number: 123456  
Data Set Name: PE8//6T  
First Data Record: PE8//6T

TRANSACTION CODE	RESERVE COMPONENT CATEGORY								TOTAL
	<u>S</u>	<u>T</u>	<u>U</u>	<u>R</u>	<u>P</u>	<u>I</u>	<u>Y</u>	<u>V</u>	
G1					250				250
G3	400								400
G4	150								150
G5	75								75
G7									
G8									
G0	10	5							15
<u>SUBTOTAL:</u>	<u>635</u>	5	0	<u>0</u>	<u>250</u>	0	<u>0</u>	<u>0</u>	<u>890</u>
L1	150	15	10	5	10	1			191
L2	75	25	10	25	5				140
L3	20	25							45
L7	5								5
L8	5								5
L0									
<u>UBTOTAL:</u>	255	65	<u>20</u>	<u>30</u>	<u>15</u>	<u>1</u>	<u>0</u>	<u>0</u>	386
M1	75	50	25	50					200
M2	50		5						55
<u>SUBTOTAL:</u>	<u>125</u>	<u>50</u>	<u>30</u>	<u>50</u>	<u>0</u>	0	0	0	<u>255</u>

---Continued- --

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RESERVE COMPONENT CATEGORY, continued

TRANSACTION CODE	<u>S</u>	<u>T</u>	<u>U</u>	<u>R</u>	<u>P</u>	<u>I</u>	<u>Y</u>	<u>V</u>	<u>TOTAL</u>
TA	1								1
TB		1							1
TC									
TD									
TE									
TF									
TG									
TH									
TJ									
TK									
TL				1					1
TM									
TN									
TP									
TQ									
TR									
TU									
TV									
TW									
TY									
TZ									
T1								1	1
T2									
T3									
T4									
N1									
N2									
N3									
N4									
N5									
N6									
N7									
PO									
P1									
P2									
P3									
P4									
<u>SUBTOTAL:</u>	<u>1</u>	<u>1</u>	0	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1</u>	<u>4</u>
TOTAL	1016	121	50	81	265	1	0	1	1535

## GLOSSARY

AD	Active Duty
ADSW	Active Duty for Special Work
AF	Air Force
AFQT	Armed Forces Qualification Test
AFSC	Air Force Specialty Code
AGR	Active Guard Reserve
ANG	Air National Guard
AOCS	Aviation Officer Candidate School
APO	Army Post Office
AQD	Additional Qualification Designator
ARNG	Army National Guard
ASD/RA	Assistant Secretary of Defense for Reserve Affairs
ASI	Additional Skill Identifier
ASVAB	Armed Services Vocational Aptitude Battery
AT	Annual Training
ASD ( PA)	Assistant Secretary of Defense for Public Affairs
BMOS	Billet Military Occupational Specialty
BPI	Bytes Per Inch
CAS 3	Combined Arms and Services Staff School
CMF	Career Management Field
DEERS	Defense Enrollment Eligibility Reporting System
DEP	Delayed Entry Program
DIEUS	Date of Initial Entry Uniformed Services
DIERF	Date of Initial Entry Reserve Forces
DMDC	Defense Manpower Data Center
DOB	Date of Birth
DoD	Department of Defense
DoDI	Department of Defense Instruction
DSN	Data Set <b>Name</b>
DUI	Data Use Identifier
EAD	Extended Active Duty
EBCDIC	Extended Binary Coded Decimal Interchange Code
Encl	Enclosure
FPO	Fleet Post Office
FYDP	Future Years Defense Program
GED	General Equivalency Diploma
HQ	Headquarters
IDT	Inactive Duty Training
IADT	Initial Active Duty for Training
IMA	Individual Mobilization Augmentee
ING	Inactive National Guard
IRR	Individual Ready Reserve
MGIB	Montgomery GI Bill
MOS	Military Occupational Specialty
MSO	Military Service Obligation
NATO	North Atlantic Treaty Organization
NEC	Navy Enlisted Classification Code
NOBC	Navy Officer Billet Classification



GLOSSARY, continued

NPS	Non-Prior Service
NROTC	Naval Reserve Officer Training Corps
Ocs	Officer Candidate School
OJCS	Office of the Joint Chiefs of Staff
OSD	Office of the Secretary of Defense
OSUT	One Station Unit Training
OTS	Officer Training School
PEBD	Pay Entry Base Date
PEC	Program Element Code
PLC	Platoon Leaders Course
Ps	Prior Service
RCC	Reserve Component Category
RCCPDS	Reserve Components Common Personnel Data System
ROTC	Reserve Officers' Training Corps
RPA	Reserve Program Administrators
SMP	Simultaneous Membership Program
SPD	Separation Program Designator
SS1	Service Specialty Identifier
SSN	Social Security Number
STD	Standard
TARS	Training and Administration of Reserves
TEMAC	Temporary Active Duty
TRC	Training/Retirement Category
TTAD	Temporary Tours of Active Duty
Us.	United States
U.S.C.	United States Code
USNR	United States Naval Reserve
UIC	Unit Identification Code
USAFA	United States Air Force Academy
USAFR	United States Air Force Reserve
USCG	United States Coast Guard
USCGA	United States Coast Guard Academy
• USD(P&R)	Under Secretary of Defense for Personnel & Readiness
USMA	United States Military Academy
USMC	United States Marine Corps
USMMA	United States Merchant Marine Academy
USN	United States Navy
USNA	United States Naval Academy
YYMM	Year Year Month Month
YYMMDD	Year Year Month Month Day Day
ZIP	Zoning Improvement Plan

# RECORD LAYOUT

RESERVE COMPONENTS COMMON PERSONNEL DATA SYSTEM (RCCPDS)				
RECORD DATA FIELD AND ITEM	RECORD POSITION	PAGE	RECORD DATA FIELD AND ITEM	RECORD POSITION
1. Reserve Component	1-2	2-1	19. Pay Entry Base Date (PEBD)	164-169
a. Military Service	1	2-1		
b. Service Component	2	2-1	20. Date of Initial Entry into Uniformed Services (DIEUS)	170-175
2. Reserve Component Categories (RCC)	3-4	2-1		
a. RCC Designators	3	2-1	21. Date of Initial Entry into Reserve Forces (DIERF)	176-181
b. Training/Retirement Category (TRC) Designator	4	2-2		
3. Social Security Number (SSN)	5-13	2-6	22. Date of Expiration of Statutory Military Service Obligation (MSO)	182-187
4. SSN Military Spouse of a Service Member	14-22	2-6	23. Military Technician Identifier and/or Active Guard or Reserve Statute Identifier	188
5. Verification Status of SSN	23	2-6		
5. Service Member's Name	24-50	2-7	24. Military Aeronautical Rating	189
7. Date of Birth	51-56	2-7	25. Military Flying Status Indicator	190
B. Sex	57	2-7	26. Service Occupation Code (Primary)	191-198
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